

JOB DESCRIPTION

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| Job Title | Minibus Driver - Children and Young People |
| Salary | £12.33 per hour |
| Annual Leave | Five weeks annual leave plus Bank Holidays. Holidays increase after two years' service to a maximum of six weeks after six years' service. The holiday year runs from 1st April to 31st March each year. (Pro-rata depending on hours and for sessional staff percentage added to pay). |
| Hours and Location of work | Term time, to support our after school club pick ups 14:45 – 16:15 Monday – Friday during term time with potential for additional work on disability playschemes on term time Saturdays. Our disability playschemes also run Monday to Friday during the school holidays. |
| Responsible to | CYP Coordinators, Senior Coordinators and Managers |
| Responsible for | N/A |
| Job Purpose | To drive one of the YMCA East Surrey's minibuses in a responsible and competent manner, ensuring the safety of passengers, other road users, members of the public and yourself at all times |
| Background to role | We have numerous opportunities to work with a long-standing and well-respected charity within the local community. If you have experience of driving a large vehicle and would like this to support our charity it would be great to hear from you. More information about our services can be found on our website https://www.ymcaeast Surrey.org.uk |
| Main Responsibilities | <ul style="list-style-type: none"> • To drive a YMCA East Surrey Minibus • To be responsible for the safety, comfort and welfare of children and staff while on the bus • To adhere to YMCA East Surrey's Safeguarding policies and procedure and attend relevant safeguarding training. • To carry out driver's daily and weekly vehicle checks, and to carry out basic maintenance • To report any vehicle defects, faults, incidents and accidents • To be responsible for the cleanliness of vehicles, inside and out and ensuring the vehicle is in a clean and roadworthy condition before and after use • To refuel vehicles as required • To maintain accurate records of vehicle usage • To maintain and help to promote a good company image, working attire should be worn at all times and kept in a clean and tidy condition. • To work within health and safety guidelines and other guidelines that may be issued from time to time • To work within the constraints and guidelines as set out in the staff handbook and the policies and procedures of YMCA East Surrey • To undertake any other associated duties as required by the CYP Coordinators or Facilities Manager • To assist in the promotion of the services, including leaflet distribution when required <p>To support play/youth workers and volunteers with their roles</p> |

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PERSON SPECIFICATION:

| | | Essential | Desirable | How measured (application, assessment, interview) |
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| Qualifications, Education & Training | | | | |
| | Working together to safeguarding children and safeguarding adults training or willingness to undertake | X | | Application, Interview |
| | Hold a current, clean and valid driving licence | x | | Application, Interview |
| | Category D1 on licence | x | | Application, Certificates |
| Experience | | | | |
| | Experience of driving a large vehicle | x | | Application, interview |
| | Experience being around children and young people. | | x | Application, interview |
| Abilities, skills, and attitude | | | | |
| | Knowledge of Safeguarding Children and Adults practice or willingness to learn | x | | Application, interview |
| | Knowledge of PVC drivers requirements | x | | Application, interview |
| | Capable to maintain accurate and weekly vehicle checks and carry out basic maintenance | x | | Application, interview |
| | Knowledge of Reigate and Banstead and the surrounding area | x | | Application, interview |
| | Commitment to YMCA's Aims and Purposes as well as equal opportunities, diversity and inclusion | x | | Application, interview |
| | Good communication skills with a range of people. Including being approachable and patient. | x | | Application, interview |
| | Ability to work independently using initiative and as part of a team | x | | Application, interview |
| | Kind, caring and committed to ensuring children's needs are the highest priority | x | | Application, interview |

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| | DBS check for working with children and adults | x | | Application, interview |
| | Meet all criteria of Children Act 1989 and 2004 | x | | Application, interview |
| | Honest, sense of responsibility and confidentiality | x | | Application, interview |
| | Willing to undertake training as appropriate | x | | Application, interview |
| | Willingness to work flexible hours | | x | Application, interview |
| | Car driver | | x | Application, interview |