

JOB DESCRIPTION

Job Title	Minibus Driver - Children and Young People
Salary	£13.09 per hour
Annual Leave	Five weeks (pro rata) plus bank holidays. Holidays increase after two years' service to a maximum of six weeks pro-rata after six years' service. The holiday year runs from 1 April to 31 March each year. Sessional staff will be paid 14.54% holiday pay for each shift worked.
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.ymcaeastsurrey.org.uk
Main Responsibilities	• 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 • To support play/youth workers and volunteers with their roles

PERSON SPECIFICATION:

		Essential	Desirable	How measured (application, assessment, interview)
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
	DBS check for working with children and adults	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