

ROLE PROFILE

Job Title:	Minibus Driver (Category D)
Responsible to:	Strategic Transport Manager
Responsible for:	N/A
Salary:	£12.92 per hour (£14.95 per hour inclusive of holiday pay) Scale 2, Point 16
Hours per week:	Ad hoc hours as and when required
Weeks per year:	Ad hoc weeks as and when required
Conditions of Service:	Callywith College Trust
Academic or Support:	Support

Key Purpose of the Role:	<p>To provide a safe, reliable and student-centred transport service for Callywith College learners. The post holder will support the smooth operation of transport, especially for Sports Academy fixtures, off-site activities and wider college events as well as undertaking the college's private hire commitments.</p> <p>The Minibus Driver plays a vital role in ensuring students travel safely, feel supported, and represent the college positively while off site. The role contributes directly to students' success, wellbeing and participation, in line with Callywith College values.</p>
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Student Transport:

Safely transport students and accompanying staff to and from fixtures, activities, events and external venues.

Ensure timely collection and drop-off, following agreed schedules and routes.

Provide a calm, supportive adult presence, promoting positive behaviour and safeguarding at all times.



COMPASSION



RESILIENCE



RESPECT



SUCCESS

Vehicle Safety & Maintenance:

Complete routine vehicle safety checks before each journey (fuel, oil, fluids, tyres, lights, etc.).

Keep the minibus clean, tidy and road-ready.

Report defects, incidents or maintenance needs promptly to the Strategic Transport Manager.

Compliance & Professional Standards:

Drive in accordance with the Highway Code, legislation and college policies.

Maintain accurate logs (mileage, journey records, fuel use and any required documentation).

Uphold professional conduct and represent the college positively during all external travel.

Collaboration & Communication:

Liaise with Sports Academy and curriculum staff regarding schedules, fixtures and transport arrangements.

Assist with minor changes to plans and communicate effectively regarding delays or safety concerns.

Participate in relevant training, including safeguarding, Prevent, first aid, MIDAS (if not already held), and any mandatory college sessions.

COLLEGE-WIDE RESPONSIBILITIES

As a member of staff at Callywith College, the post-holder is expected to contribute to the overall aims and values of the college by actively engaging in the following areas:

Probationary Period

Your first nine months (academic or management roles) or six months (support staff) of employment will be a probationary period. During this time, your suitability for the role will be reviewed and assessed.

Performance and Development

Take part in the college's performance appraisal and review process. Engage in ongoing professional development activities to support continuous improvement and growth.

Equality, Diversity and Inclusion

Promote and support equality, diversity and inclusion in accordance with college policies and values.

Student Experience

Contribute to providing a high-quality environment that supports student learning, wellbeing, and personal development. Support the delivery of effective Student Welfare and Support Services.

Organisational Development

Contribute to the development of a flexible, responsive, and forward-thinking college. Support college marketing and promotional initiatives as appropriate.

Health, Safety and Use of Resources

Use college equipment, premises, and property safely and responsibly. Adhere to all health and safety policies and procedures. Carry out Fire Marshall or First Aid duties as required (training will be provided if needed).

Wider College Contribution

Participate in and contribute to general college-wide developments and initiatives. Be open and adaptable to changes in role and responsibilities as the college evolves.

Safeguarding

The college is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



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SUCCESS

PERSON PROFILE

Minibus Driver

Essential:

- Full UK driving licence with D1 entitlement.
- Clean and safe driving record.
- Minimum 2 years' driving experience.
- Reliable, punctual and able to work flexibly to accommodate fixtures and changing schedules.
- Good communication and interpersonal skills, with the ability to engage positively with young people.
- Commitment to safeguarding and promoting the welfare of students.
- Ability to perform basic vehicle safety checks and follow college protocols.
- Strong organisational and time management skills.
- The driver must hold a current and valid Driver CPC qualification. A valid digital tachograph card is preferred but not essential. Ongoing CPC training will be provided by the college.

Desirable:

- Experience working with young people (16–19 age range).
- Experience supporting sports or educational activities.
- MIDAS qualification or willingness to complete training.
- First Aid qualification (or willingness to undertake training).

The college is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list, you could be fined or face a prison sentence.

Callywith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.

CALLYWITH VALUES

CHOSEN BY STAFF
AND STUDENTS, OUR
VALUES REPRESENT
THE VISION, MISSION
AND CULTURE OF
CALLYWITH COLLEGE.



SUCCESS

"We are what we repeatedly do.
Excellence, then, is not an act,
but a habit".
Aristotle



RESPECT

"Relationships are based on four
principles: respect, understanding,
acceptance and appreciation".
Mahatma Gandhi



RESILIENCE

"A champion is defined not by their
wins, but by how they can
recover when they fall".
Serena Williams



COMPASSION

"Be kind in your actions".
Mother Teresa



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