

Clanrye Group

**Job Description**

|  |  |
| --- | --- |
| **Job Title** | Minibus Driver Bank Staff  |
| **Job Location** | Newry, Portadown, Armagh |
| **Programme/s** | Training for success / Skills for Life & Work |
| **Hours of Work** | As and when required |
| **Salary** | £12.29 per hour  |
| **Reports To** | Programme Manager |
| **Responsible for** | N/A |

**About Us**

**Clanrye Group** is a community organisation providing help and support to people who want to make positive life changes. Clanrye Group is a leading provider of high-quality programmes and services for people with a diverse range of needs and barriers and furthest removed from the labour market.  A range of ‘Employability’ and ‘Community Development’ programmes are available and delivered utilising an individualised tailored wraparound approach to include health and wellbeing initiatives, training and skills development, accredited qualifications and employability support.

**Skills for Life & Work and Training for Success** programmes are designed for school leavers (16-22 years) with a recognised learning difficulty/disability or up to 24 years if in care.

The programmes have a duration of up to 3 years (156 weeks) to help young people address personal and development needs through wrap around support and independent living activities as well as gain recognised skills and qualifications to help them move into employment or progress to higher level education or training.

**About the Job Role**

We require experienced bus drivers to transport students between our various training centres.

**Duties and Responsibilities**

* To ensure all trainees arrive safely at their destinations.
* To ensure trainees are safely seated in vehicle using appropriate safety equipment i.e. tie downs, seat belts and to safely operate all equipment associated with the vehicle i.e. tail-lifts, wheelchair clamps.
* To assist trainees, when necessary, in entering and leaving the vehicle.
* To pass onto management any general concerns regarding trainees behaviours.
* Daily vehicle safety checks to be carried out, any issues documented in logbook.
* Undergo periodic CPC training.

General Duties

* Adhere to Clanrye Group’s ‘Code of Conduct’ maintaining confidentiality, professionalism and quality standards across all work practices and interactions.
* Perform job duties in compliance with Clanrye Group’s policies and procedures to include adherence to equal opportunities, health and safety legislation and data protection requirements.
* Demonstrate commitment to Clanrye Group through the completion of all tasks allocated by attending staff and development opportunities to ensure that professional competency is maintained.
* Ensure that all safeguarding procedures are followed as outlined in Clanrye Group’s safeguarding manual.

**Person Specification**

Job Title: Minibus Driver

(E = Essential, D = Desirable)

**Skills and Competencies**

|  |
| --- |
| Competencies* Provides a high-quality service to all trainees (E)
 |
| Technical competencies (qualifications and training) * Must hold current driving licence with Category D1. (E)
* Up to date CPC training (Professional Competence Qualification). (E)
 |
| Experience* Experience of driving 16 seat minibus. (E)
 |
| Skills and Attributes* Highly organised professional with evidence of developing positive relationships with participants (E)
* Ability to work on own initiative and as part of a team (E)
 |
| Personal qualities, communicating and relating to others* Flexible, adaptable and innovative (E)
* Excellent interpersonal and communication skills (E)
 |
| Safeguarding* Be able to display an awareness, understanding and commitment to the protection and safeguarding of children, young people and adults. (D)
* This post requires an enhanced Disclosure and Barring Service check (E)

[www.nidirect.gov.uk/articles/regulated-activity-vulnerable-groups](http://www.nidirect.gov.uk/articles/regulated-activity-vulnerable-groups)  |
| Other* Access to transport to carry out the duties of the post (E)
 |