The Highland Council

Job Description

Service:	Education and Learning	**Section:**	Education

Job Title: Attendant/Driver

Grade and Salary: HC3
Salary placing will normally be on the first point of the scale.

Location: School

Responsible to:

Job Purpose: To transport pupils, specifically those in wheelchairs, between their homes and school at the beginning and end of their school day.

Key Duties and Responsibilities:

- To be responsible for the safety and welfare of the pupils during the journey, particularly in relation to the transfer in and out of the vehicle, securing the wheelchair and ensuring that pupil seatbelts are properly fastened.
- To assist Support for Learning Staff with pupils
- Carry out basic vehicle maintenance and checks and report any faults/problems to the Headteacher or Depute
- To maintain confidentially in all aspects of work
- Be prepared to undertake training appropriate to the post

Other Duties: You may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may also be varied without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations it will be necessary to update this job specification from time to time.

Special Conditions: 38 weeks per year plus allowance for holidays which should be taken during school holidays

Date:
31 May 2023

The Highland Council

Person Specification

Service: Education and Learning

Job Title: Attendant/Driver

Location:

Closing Date:

Essential Attributes

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following.

1. **EXPERIENCE –**

Practise good and safe driving skills

Knowledge of basic vehicle maintenance

2. **EDUCATION AND QUALIFICATIONS –**

Hold a full driving licence for three years or more
Hold or be prepared to undergo Highland Mini Bus Assessment

3. **SKILLS/ATTRIBUTES GENERAL –**

To be well organised.

Able to show initiative and work unsupervised.

4. **SKILLS/ABILITIES SPECIFIC TO THE POST –**

An understanding of, and interest in, working with children and young adults with additional support needs.

Ability to liaise and work with school staff, parents and pupils in a pleasant and effective manner

5. **INTERPERSONAL AND SOCIAL SKILLS –**

Ability to work as part of a team