



HOME TO SCHOOL TRANSPORT COORDINATOR

JOB DESCRIPTION

Reports to: Head of Estates

ABOUT JOHN LYON

John Lyon is an academically selective independent day school, based in Harrow-on-the-Hill in North West London. Having educated boys from Harrow and surrounding areas since 1876, John Lyon welcomed its first girls as pupils in September 2021. The School has also moved from being a senior school to an all through 3-18 school with nursery, thanks to a 2021 coming together with Quinton Hall School in central Harrow.

Academic excellence is at the very heart of what pupils who study here seek to achieve. Pupils' academic standards and personal development were both rated the highest possible 'excellent' in our most recent ISI school inspection.

John Lyon pupils also gain from their time outside the classroom. The School has a strong reputation for opportunities and success in Music, Art, Drama and Sport. Add to this an exciting Co-Curricular Programme focusing on a sense of community, achievement and wellbeing, a range of more than 100 extra-curricular activities, and pastoral care that is second to none, a John Lyon education is designed to nurture high-achieving and happy children.

The John Lyon School campus is spread across six buildings at the senior school, the Quinton Hall school site, and a 25-acre mixed sporting facility in Harrow-on-the-Hill and is part of John Lyon's Foundation. We have a clear set of values that are vital to our community. These values shape who we are, what we do and how we do it.



AMBITION



EXCELLENCE



INNOVATION



RESOLVE



HERITAGE



COMMUNITY



CREATIVITY



ENQUIRY

THE DEPARTMENT

The School's estate comprises a number of buildings ranging from mid-18th Century to recent constructions, across three different sites, within a 2-mile area. Several of the school buildings are listed and fall within two different conservation areas.

The Estates Teams' aim is the delivery of both planned and reactive maintenance with minimal disruption to the day to day operation of the School community. The team also maintain the School vehicle fleet and work closely with the Transport Co-ordinator to facilitate availability of minibuses for School use. The candidate will work with both the Pre-School and Senior School.

PRINCIPAL RESPONSIBILITIES

John Lyon is looking to hire a minibus driver on a 35 hour a week contract form 8:30am to 16:30am (in accordance with the shift pattern) to operate one of the School's Home to School Transport routes, to/from Quanton Hall School (John Lyon's Prep school).

The following duties and responsibilities are intended to give a broad indication of the variety of tasks covered by the role.

- Drive School owned or hired minibus with up to 16 passenger seats, for Home to School Transport Service;
- Providing safe, comfortable and efficient transportation, ensuring all passengers wear a seatbelt (unless medically exempt); ensuring the safe boarding and alighting of passengers.
- Maintain an accurate individual driver hours log.
- Perform daily routine vehicle inspection and maintenance, including: check tyres (condition and pressure), oil, coolant, fuel, windscreen wash, brakes, lights etc.
- Keep the vehicle interior clean.
- Report in a timely manner any damage, accidents, incidents or unusual occurrences.

It should be noted that a job description is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the grade of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary.

HOME TO SCHOOL TRANSPORT & MINIBUS DRIVER

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
EDUCATION & KNOWLEDGE		
Basic knowledge of vehicle inspection and maintenance including checking tyre pressures/condition, oil and coolant levels etc	X	
Knowledge of the occupational hazards and safety precautions involved, being able to read/follow risk assessments and school policy.	X	
Ability to read maps and plan routes	X	
Basic IT skills to read emails, WhatsApp messages or use a GPS	X	
Paediatric or First Aid at Work Qualification		X
SKILLS & EXPERIENCE		
Previous experience of working in a school or youth organisation		X
Prior driving experience in a passenger carrying vehicle		X
Good interpersonal and communication skills	X	
Able to work outdoors in all weather conditions	X	
Be able to communicate effectively with School colleagues and passengers, both verbally and in writing; establish effective working relationships; perform duties in a professional manner; treat passengers courteously and with respect	X	

The applicant must be a minimum of 25 years of age and hold a valid UK full (manual) driving licence, with a D1 category. The licence must have been held for at least 2 years; with no prior driving convictions in the previous 5 years. If the applicant is successful at interview, they will be asked to provide a DVLA check code for their licence to be checked before employment is offered.

It is the post holder's responsibility to promote and safeguard the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of pupils in the School they must report any concerns to the School's Designated Safeguarding Lead.