



# D1 Home to School Driver

Salary spinal range: 7 - 10 | Based in Richmond and Kingston | Permanent | Part time (Term time only)

## About the service

The Special Educational Needs (SEN) transport service sits within the Education directorate. The Directorate covers a range of services to Schools including support, standards and performance, managing school admissions and transport. The SEN transport service provides specialised support for home to school Transport to children and young people living in the Borough of Kingston upon Thames and the London Borough of Richmond to ensure that children and young people with SEN needs have the same opportunities to education as their peers. Usually operating during [term time], our vehicles will travel to children's homes, and safely support them whilst they travel to or from their destination.

## About the role

The role of a D1 Driver will be required to safely transport special educational needs (SEN) children for the London Borough of Richmond and the Royal Borough of Kingston upon Thames, based from either our Richmond (presently at Twickenham) Depot or Kingston (presently at New Malden) for home to school transport.

It will be essential that vehicles are fit for purpose prior to commencing duties, and as the driver this role will be required to undertake daily vehicle checks, and have a sound knowledge of driver and passenger safety. The role will also ensure that agreed collection, drop off and maximum journey times are met to ensure excellent customer services through the collection and delivery of vulnerable children on home to school transport.

The role will usually have a Passenger Assistant accompanying them and together. In the event of an emergency you will give support and reassurance as may be necessary to other passengers on the route whilst our emergency plans are actioned. On a regular basis functions such as cleaning vehicles inside and out will be necessary to ensure vehicles are fit for use at all times and it will be essential to reconfigure vehicles as needed to ensure passengers' individual needs are met within the route schedule.

# About you: our role specification

## Qualifications

- A minimum requirement must have D1 licence, and preferably CPC
- All other necessary training will provided by Achieving for children such as (First Aid, Safeguarding etc )

## Skills and experience

- Experience of having a flexible approach in this role to ensure the needs and safety of the passengers being transported are being met at all times.
- Have a good knowledge and a good understanding of Health & Safety, the highway code and basic vehicle maintenance
- Strong skills to build effective relationships with parents, children, young people and colleagues to build trust and promote confidence in the service being delivered.
- Skills or experience in coping and dealing with difficult situations and to maintain calm
- Understand the skills required and have experience in being part of a team and maintain a good atmosphere in our vehicles, to demonstrate sound work ethics, To have experience of, or a knowledge of data protection and safeguarding of children and young people
- Experience of applying a service that is in line with our standards related to equal opportunities and recognising individual needs
- To hold a CPC drivers permit or be willing to train to gain this qualification
- Have a good general knowledge of local Geographical areas

## Personal attributes

- A passion for Achieving for Children's vision, mission and values (trust, empower, respect) to support children and young people to live safe, happy, healthy and successful lives.
- Strong organisational abilities including: time management, creative-thinking, problem-solving and multitasking.
- Able to work flexibly and independently with limited management oversight.
- Personal determination, drive, energy and ambition to overcome obstacles, achieve challenging objectives, celebrate success and deliver excellent outcomes for children. Taking a strength based approach to managing situations.
- Commitment to resource-sharing and collaborative working within Achieving for Children and across organisational boundaries in the best interests of children and families.
- Outstanding communication and interpersonal skills that are open, honest, persuasive and pragmatic, including excellent negotiation and influencing skills.

*The post holder will be expected to undertake other duties commensurate with the grade of the post, including deputising or working flexibly across the week to meet the business demands. This job profile is provided for guidance only.*

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