

## JOB DESCRIPTION

<b>Job title</b>	DRIVER/ESCORT	<b>Job family</b>	EDUCATION
<b>Reporting to</b>	TRANSPORT TEAM LEADER	<b>Job code</b>	EDU/FMTR
<b>Location</b>	ROSSENDALE SCHOOL	<b>Evaluation Date</b>	JAN 2021

### Main Purpose

Transports School children from home to school during term time and return home journey, can also transport other people and or goods to and from School and other locations in order to assist with the efficient operation of the School.

### Key Accountabilities

#### Quality

1. Driving and/or escorting Children to/from School and other activities, ensuring that the journey is completed in a safe and timely manner, using the most efficient route.
2. Complies at all times with the Priory Driving Policy
3. Drives staff and other visitors to/from School as required by the line manager, collects and delivers consumables or assest for the School
4. Ensures the School's vehicles are cleaned regularly, and that any damage or faults are reported immediately to the Site Maintenance Supervisor
5. Ensures the vehicles are maintained in the correct and safe manner, ensuring that all professional servicing is carried out in line with the manufacturer's guidance.
6. Ensure all quality checklists are completed within timescales and procedures are adhered to at all times.

### Innovation

7. Assists and supports the Schools management team with any new and innovative ideas and cost saving measures as required
- 8.
- 9.
- 10.
- 11.

## Value

12. Works in an efficient and effective manner at all times

13.

## Knowledge & Skills

Basic numeracy and literacy. Must have a Full UK driving licence

## Experience

Must have been driving for at least 2 years

## Autonomy & Impact

The role holder undertakes routine and regular tasks with some discretion to prioritise, e.g route variation and timings etc.

## Intelligent Problem Solving

The majority of problem solving is routine, however, occasionally, the nature of the role will necessitate some adaptive thinking, e.g to avoid delays or to work around severe weather conditions.

## Responsibility

### Staff

Occasionally required to assist less experienced colleagues

### Budgets & equipment

No budgetary or financial responsibility, but responsible for the proper use and maintenance of company vehicles and telphony equipment.

### Informatics

Responsibility for ensuring the confidentiality and identity of pupils residing at or attending Rossendale School.

## Communication & Interaction

Responds to routine enquiries providing basic information, normally to colleagues, but occasionally to pupils

## Working environment

The role holder will generally work in a pleasant and stable working environment

## Special Features

The role holder must expect to undertake regular training commensurate with the role and responsibilities including the Priory mandatory training programme.

There may be from time to time other duties which will need to be undertaken commensurate with the role at the request of Senior Management

## Upholding Company Values

Competency	Req'd Level (select <u>one</u> for each competency)	Descriptors
<b>Quality - of care, treatment, of facilities and of staff</b>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>✓ Checks quality of own work</li> <li>✓ Follows procedures</li> <li>✓ Corrects errors and mistakes</li> <li>✓ Complies with relevant regulatory and statutory requirements</li> </ul>
	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>✓ Double checks accuracy of own and work of others</li> <li>✓ Carefully monitors and checks the accuracy and quality of others' work</li> <li>✓ Values the input and expertise of colleagues</li> <li>✓ Keeps clear, detailed records and files</li> </ul>
	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>✓ Introduces new systems and processes to improve quality</li> <li>✓ Highlights shortcomings in processes, investigating unusual behaviour and identifying underlying causes</li> <li>✓ Introduces performance standards and relevant KPIs to improve the quality of processes and outputs</li> <li>✓ Tests out hypotheses using modelling techniques to make predictions and forecasts</li> <li>✓ Develops broad plans to take into account risks, conflicts, resources as well as timescales</li> </ul>
	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>✓ Creates a climate in which quality is constantly enhanced, driving through initiatives and improvements</li> <li>✓ Maintains an overview of progress, critically reviewing key outputs against overall quality standards</li> <li>✓ Develops and engages strong relationships with key local stakeholder groups to stay 'ahead of the curve' in respect of the ever changing needs of the industry</li> <li>✓ Acts as a role model for others to follow, continually driving forward quality</li> <li>✓ Has a clear vision for own team, recognising and celebrating achievement of others</li> <li>✓ Retains a constructive approach even when facing extreme pressure</li> <li>✓ Pulls together a range of complex, diverse and parallel activities in a comprehensive plan</li> </ul>
<b>Innovation - Being forward thinking and thought leaders</b>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>✓ Adapts new services already introduced in other areas within the group</li> <li>✓ Amends these services to suit the needs of the local service</li> </ul>
	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>✓ Proposes new services to regional management, taking into account the local needs of the area</li> <li>✓ Assists and supports regional management with developing and implementing these new services</li> </ul>
	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>✓ Puts forward ideas and contributes towards the development of new services at a local and regional level</li> <li>✓ Proposes new services to regional management, presenting concise and well thought out proposals which are feasible and financially attractive</li> </ul>
	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>✓ Takes calculated risks knowing the potential pitfalls and benefits involved</li> <li>✓ Leads on implementation of these proposals within own unit, sharing best practice across other units within the region</li> </ul>

### Human Resources

	<input type="checkbox"/>	<ul style="list-style-type: none"><li>✓ Regularly reviews and critically evaluates the industry landscape to pre-empt political and legislative changes which could impact on the range of services we offer</li><li>✓ Researches and presents concise, complimentary or new, financially attractive detailed proposals on services which could be strategically adopted at a local and group level</li><li>✓ Develops and engages strong relationships with key local stakeholder groups to stay 'ahead of the curve' in respect of the ever changing needs of our service users</li><li>✓ Believes strongly in capacity to develop and drive the business forward, prepared to test and challenge ill-conceived propositions</li><li>✓ Acts as a role model for others to follow, continually driving forward innovative ideas</li></ul>
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**Human Resources**

<p><b>Value -</b></p> <p><b>Due to</b></p> <p><b>transparency</b></p> <p><b>and flexibility</b></p>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>√ Prices services in line with local needs</li> <li>√ Reacts to local feedback regarding pricing of services</li> </ul>
	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>√ Regularly reviews services and price points adjusting where appropriate</li> <li>√ Adjusts prices in line with demand for services</li> </ul>
	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>√ Reviews and evaluates price points for services in relation to group wide context</li> <li>√ Questions and investigates to 'uncover' the real needs of the customer/clients</li> <li>√ Removes barriers to effective customer service</li> <li>√ Pre-empts and plans for changes in demand for services</li> </ul>
	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>√ Regularly reviews and critically evaluates the industry landscape to pre-empt political and legislative changes which could impact on pricing our services</li> <li>√ Puts in place and regularly reviews strategies on creating 'bundles' or joined up 'end to end' services which compliment our offer at a local and group level</li> <li>√ Develops and engages strong relationships with key local stakeholder groups to stay 'ahead of the curve' in respect of the ever changing needs of our services and service users</li> <li>√ Acts as a role model for others to follow, continually striving to meet and exceed the needs of our service users</li> </ul>
	<input type="checkbox"/>	