

COGNITA

Role Profile: Facilities Operative (Zero-Hours)

Purpose

The post holder is required to assist in the provision of the day-to-day transport operation and maintenance function, to ensure the smooth running of the Cumnor House Schools' operations. To ensuring the school Transport service is providing an outstanding service, liaising with the transport coordinator to ensure that all are vehicles are maintained ensuring the safety of passengers.

Key Accountabilities

- To observe at all times the current legislation and vehicle licensing law, including E.U Drivers Hours, W.T.D and daily default reports.
- Ensure the safety of passengers at all times in compliance with Health and Safety Legislation.
- Ensure customers and students are treated with politeness and courtesy and be a good ambassador for the school at all times.
- Control numbers of passengers as directed by legislation / maximum occupancy numbers.
- Inform the Transport Co-ordinator or Business manager immediately of any hazards, defects, non-compliance of Health and safety regulations or PCV Compliance regulations including any threat to the wellbeing of any students and staff.
- To undertake any training as required.
- Undertake maintenance roles if requested by the facilities manager and Business manager.
- Keep records of vehicle daily checks including registers of pupils using the transport service.
- Ensure all your vehicles clean and presentable inside and out to promote the transport service and school to the best possible standard, and clean the facilities vehicles as required to the same level.
- Complexion of monitor sheets and monthly services.
- Carry out portaging duties and assist with the removal and fitting of office and classroom furniture as directed by the Facilities Manager.
- General minor repair work including doors, windows, toilet seats and flushes, furniture, and some painting of doors and walls.

COGNITA

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Held a full British driving licence for a minimum of 24 months.• Ability to adapt to change in situations.• Minimum of 5 years driving experience.• Hold a minimum D1 PCV months manual classification with not more than 3 points.	<ul style="list-style-type: none">• Experience in passenger carrying vehicles
Skills	<ul style="list-style-type: none">• Flexible to work when required with reasonable notice.• Good communicator with both adults and students.• Hold a current Driver CPC qualification and card.• Hold a minimum D1 PCV manual classification with not more than 3 points	<ul style="list-style-type: none">• Hold or be able to obtain a digital tachograph card.
Experience	<ul style="list-style-type: none">• Working in an educational environment.• Transporting children.• Record keeping and monitoring.	<ul style="list-style-type: none">• Organising Home to school transport.• Route planning.• Leading a team.

Key Stakeholders:

Internal – Site team, Transport team, Front of House, other Staff members

External – Parents, pupils

Signed: **Name (print):**

Date: