

JOB DESCRIPTION

JOB TITLE:	Trips, Visits and Events Support Assistant
REPORTS TO:	Transport Manager
SALARY:	SSP 3 £24,759pa FTE, £12.83ph +8.34% casual allowance
WORK PATTERN:	Casual, some early starts and late finishes.

PURPOSE OF THE ROLE

To support the ongoing safety, efficiency and ongoing life of the college through undertaking a range of tasks on an ad-hoc basis.

KEY RESPONSIBILITIES

Minibus services:

- To provide transport service for students at the beginning and/or end of the college day.
- To provide transport services, as required, for student further educational.
- To maintain the minibus cleanliness both internally and externally.
- To advise Transport manager of any mechanical, service or hygiene issues in relation to the minibus.

Estates work:

- To support the Estates Team, as required, grounds work including litter picking together with hard and soft landscaping.
- To support Estates Team with the annual PAT testing.

Premises lettings:

- To provide an out of hours service covering college lettings.
- To ensure full security of premises through unlocking and/or locking of college.

IN ADDITION TO THE ABOVE MENTIONED ATTRIBUTES THE POSTHOLDER WILL BE EXPECTED TO:

- Have a flexible approach to working; the post will require early starts and late finishes as well as a substantial amount of lone working.
- To support the college in its strategic aims through ensuring a timely and efficient security of premises.
- To ensure the safety of students whilst being transported on behalf of the college to and from agreed pick-up points and on college trips.

- To take pride in the appearance of the college through providing support to the estates team and achieving cleanliness of the site as a whole and in particular for the minibus.

The job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder.

We strive for equality throughout the college and positively encourage applications from all sections of the community. The College has a strong commitment to safeguarding and promoting the welfare of young people and vulnerable adults and all appointments are subject to an enhanced DBS clearance.

LEON RILEY
Principal

Employee Signature ***Date.....***

Line Manager..... ***Date.....***

Person Specification

AF = Application Form

Q = Qualification

I = Interview Process

Qualifications	Desirable /Essential	Assessment Method
Maths and English qualification (GCSEIGCE/ CSE)	D	AF Q
Computer literate including Microsoft Office suite, Word & Excel	D	AF I
Hold a full UK driving license	E	Q
Driving licence including D1	D	Q
Approved portable testing certificate	D	Q
Attitude and Personal Qualities	Desirable /Essential	Assessment Method
Ability to work independently and as part of a team	E	AF I
Ability / willingness to drive a 17 seat mini bus	E	AF I
Flexible and able to attend work according to the shift pattern to meet the changing needs of the college including "out of hours" emergencies with the ability to plan workload efficiently and effectively	E	AF I
To be able to assist with the movement of furniture which may be heavy and awkward	D	AF I
Undertake training/ development as may be identified as essential to the role, including manual handling, working at heights etc.	E	AF I
Confidence in your abilities to deal with problems as they arise in a professional manner	E	AF I

Ability to communicate effectively - both written and verbal	E	AF I
Empathy with the 16-19 year age group and the provision of a quality service for young people	E	AF I DBS
Experience & Knowledge	Desirable /Essential	Assessment Method
Experience of dealing with members of the public	E	AF I
Experience of vehicle checks and general maintenance	E	AF I
Awareness of statutory requirements for safeguarding	D	AF I DBS
Experience of Premises day to day maintenance skills including joinery, decorating, building maintenance	D	AF I
Previous experience of working in an educational establishment	D	AF I
Experience of grounds maintenance and using gardening equipment - mowers, strimmer's etc.	D	AF I