



JOB VACANCY: MINIBUS DRIVER & KIT COORDINATOR

Velocity Football in partnership with Ignite Sport & Oxford city FC are recruiting for a casual minibus driver to primarily transport students from Oxford Parkway station to Oxford City FC with a return journey in the afternoon. The role also includes the co-ordination of kit and equipment ahead of fixtures. The role will also include journeys to away fixtures, trips and other ad-hoc journeys as required.

Job Title: Casual Minibus Driver

Main Purpose of Job: To provide a reliable and courteous bus service to students on Monday/Tuesday/Wednesday/Friday

Main Tasks of Job:

1. To drive & carry out day-to-day maintenance of the minibus. This to include (but not exclusively):
 - Keeping the log sheet of journeys made
 - Refuelling the vehicle
 - Checking oil & fluid levels – topping up as required
 - Checking of tyre pressures – inflating as required
 - Both internal & external cleaning when required
 - Reporting any defects to management
 - Coordination and maintenance of playing kit, equipment and items required for fixtures
2. To safely drive the Minibus putting safety of yourself, passengers and other road users first.
3. To comply with all Health & Safety regulations including announcing to all passengers to put on their seatbelts before pulling away
4. To exercise care in the treatment of all personal, confidential and sensitive data to which the post holder has access and for which he/she has responsibility and to ensure that such information is not disclosed to any unauthorized person
5. To carry out any other tasks that may be required.

PERSON SPECIFICATION:

	Essential	Desirable
Qualifications	A clean driving licence with D1 category or equivalent held for at least two years	Experience in driving a minibus or other vehicle of similar size
Knowledge	Sufficient driving experience	Knowledge and understanding of Safeguarding for children
Skills	Ability to drive a minibus safely	Experience in a customer facing role
Work Experience	Ability to carry out the basic maintenance tasks Sufficient numeracy and literacy to be able to complete minibus maintenance records	Experience in an educational setting
Personal Qualities	Reliable and trustworthy with excellent time keeping Well presented Polite and professional at all times Able to remain calm under stress Able to take initiative when necessary Friendly, patient and helpful personality	An ability to communicate with a range of different people

TERMS AND CONDITIONS:

Appointment:	This is a casual post and available immediately.
Hours:	Morning Trip: Between the hours of 8:00am – 9:00am Afternoon Trip: Between the hours of 3:00pm –4:30pm Monday/Tuesday/Wednesday/Friday
Rate of Pay:	£10 per hour
Other Conditions:	Additional casual work for matches/trips etc Applicant must be willing to go through an Enhanced Disclosure and Barring Service check with children’s barred list. Applicants must be willing to complete an initial Safeguarding workshop and ongoing CPD

Equality of opportunity

Our equal opportunities policy requires that all staff are offered equal opportunities within employment. Entry into employment will be determined only by personal merit and the application of criteria related to the post. Subject to statutory provisions, no applicant will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Data Protection

All data supplied by candidates will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 1998.

Application:

Applications should be emailed to b.sears@ignitesportuk.com and should include a copy of your most recent CV and a covering letter which explains why you are interested in this post and why you are a suitable candidate.

Closing date for this vacancy: October 29th 2021