



MINI BUS DRIVER & ADMINISTRATION POSITION DESCRIPTION

REPORTING TO: Maintenance Coordinator/s

CAMPUS: Werribee & Melton

TENURE: Temporary Part Time

INTRODUCTION:

Heathdale Christian College is a co-educational, Kindergarten to Year 12 Christian College operating at Werribee and Melton.

As a community, based upon God's Word we value both the work and the worker. As we fulfil our call to manage the resources that God has blessed us with, enabling staff to fulfil their role to further God's work through this community is essential.

This position will work and act in accordance of the Biblical principles and beliefs, as set out in the College Statement of Faith and Values. It is an inherent requirement that staff are supportive of and abide by the Christian foundations, Christian ethos and Christian practice of the College.

The College has a zero tolerance of child abuse. We have established a series of Policies, Procedures and a Code of Conduct for all employees, volunteers and contractors working with our students. This is aimed to protect children from abuse and embed a culture of child safety in the school environment.

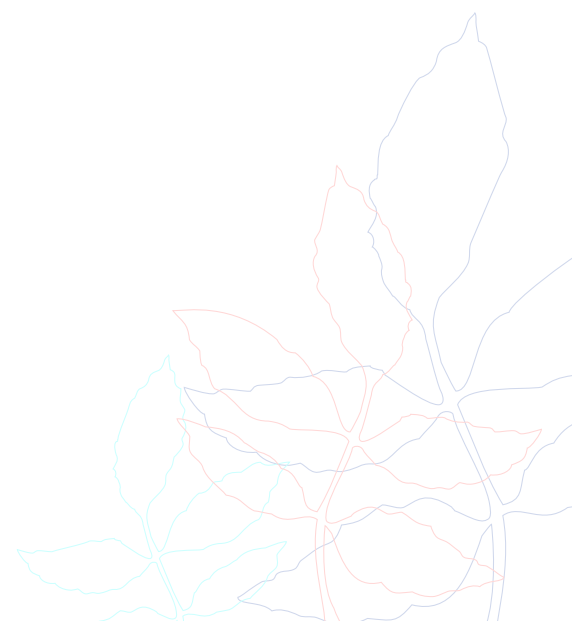
POSITION SUMMARY:

The position of mini bus driver and administration will effectively drive and deliver our students to and from school. This position will also assist the bus coordinator with administration tasks, ensuring that all work and tasks are completed in a timely manner. It is imperative that you are a team player and can attend to allocated tasks with a high level.

KEY RELATIONSHIPS:

- Facilities Operations Manager
- Bus Administration Coordinator
- Maintenance Coordinators
- Students
- Relevant Professional Bodies

Attachment A





KEY RESPONSIBILITIES & DUTIES:

The Mini Bus Driver and Administration will possess excellent interpersonal skills have ability to drive our students, while abiding by the Occupational Health and Safety requirements of Heathdale Christian College.

A. Duties include:

- Driving mini bus on nominated routes as per scheduled timetable.
- Work with our Bus Coordinator to ensure accurate and timely bookings of bus services for staff and students.
- Liaising with staff to achieve effective security.
- Keeping a clean and safe environment at all times by ensuring all OH&S regulations and standards are in place.
- Open communication with Bus Coordinator for delays or emergency situations.
- As required, provide assistance to the grounds & maintenance teams in the areas of garden, mowing, watering and cleaning.
- Strong administration skillset and knowledge to provide back up to the Bus Coordinator if absent.
- As required, record all bus information in the school-based system.
- As required, assist in ensuring rollcall is being utilised to its maximum potential.
- As required, correspond with families regarding any changes to the bus routes in a timely and efficient manner.
- Willingness to complete tasks in a timely manner.

B. Child Safety

The College has a zero tolerance of child abuse.

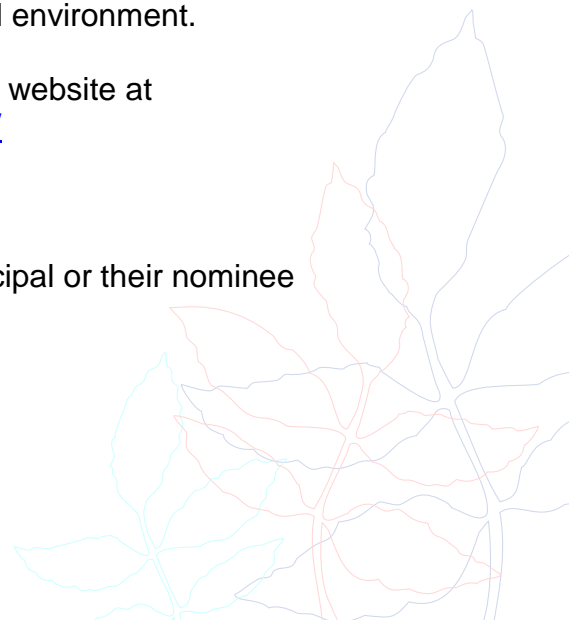
This position is responsible for taking all practical measures to ensure that Heathdale Christian College's Child Protection and Safety Policy, Procedure and Code of Conduct are implemented effectively, ensuring that a strong and sustainable child protection culture is maintained within the College.

We have established a series of Child Safety Policies, Procedures and a Code of Conduct for all employees, volunteers and contractors working with our students. This is aimed to protect children from abuse and embed a culture of child safety in the school environment.

For more information please refer to the College website at <https://www.heathdale.vic.edu.au/about/policies/>

C. Other Duties

Any other assigned duties may be directed by the Principal or their nominee as required and in consultation.





You display and have the ability to perform the tasks which are essential to perform a job productively and to the required quality. The ability to work effectively in a team, ensuring safety at all time.

You will be a motivated, self-starter who takes pride in presenting our College facilities to the highest standard.

COLLEGE EXPECTATIONS:

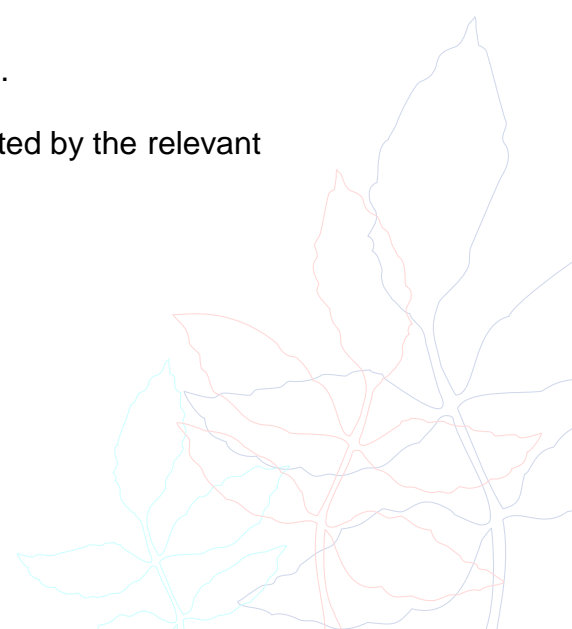
All staff are expected to:

- Perform their responsibilities in a manner which reflects the College's mission, objectives and philosophy. In particular, staff are expected to role model an active Christian faith that will be demonstrated in part by an active involvement in the wider Christian Church.
- Be Christian role models and examples to all people associated with the College.
- Participate in leading College devotions that involve staff and students and attendance at the staff spiritual enrichment day.
- Support the College's guidelines and policies.
- Perform your responsibilities in a manner which reflects and responds to continuous improvement.
- Contribute to the efficient and effective functioning of their team's in order to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor.
- Perform your responsibilities in a manner which reflects the College's zero tolerance for child abuse and in accordance with the College's Child Safety policies.
- Familiarise themselves and comply with the relevant College policies including Occupational Health and Safety.

REMUNERATION:

The salary will reflect both qualification and experience.

Annual performance and salary reviews will be conducted by the relevant Facilities Operations Manager.





MINIMUM QUALIFICATIONS AND EXPERIENCE:

- Strong communication skills, both verbal and written
- Basic computer skills and knowledge
- Ability to work as part of a team
- Current WWCC 'E'
- Current Victorian Driver's Licence
- Police Check

ATTACHMENT 'A'

Key Relationships defined:

WITH	PURPOSE	FORM
Facilities Operations Manager	<ul style="list-style-type: none"> • Work closely Manager to understand the needs & requirements of the Science Team 	Meetings will be organised and as required
Bus Administration Coordinator	<ul style="list-style-type: none"> • As required work closely with the Bus Administration Coordinator to ensure that the bus runs are successful 	Meeting on an 'as needs basis'
Maintenance Coordinators	<ul style="list-style-type: none"> • Work closely Maintenance Coordinators to ensure tasks are completed 	Meeting on an 'as needs basis'
Students	<ul style="list-style-type: none"> • Liaise respectfully with students on the bus 	As required

