



Position Description

Position	Driver
Reports to	Head of Boarding
Type	Part-Time
Classification	Domestic and Maintenance Worker Level 2; Independent Schools ACT (Support and Operational Staff) Multi-Enterprise Agreement 2021
Hours of Work	4.00pm to 7.00pm Monday to Friday and 7.30am to 12.30pm Saturday during student term time.
Last updated	June 2022

The Role

As a Driver with Canberra Girls Grammar School you will be responsible for the safe and reliable transportation of our students, primarily around Canberra and the surrounds with occasional interstate trips.

Duties

It is the nature of the work at Canberra Girls Grammar School that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are therefore expected to work in a flexible way when the occasion arises and undertake tasks that are not specifically covered in the position description.

- Transportation of students as required
- Ensure school vehicles are maintained to a high level of operational effectiveness and cleanliness
- Ability to contribute to driving schedule development and optimisation
- Maintain records as required by the School including but not limited to: maintenance and service records, log books and incident reports
- Ability to work collaboratively within a team
- Other duties as required by the Principal

Essential Skills/ Experience

- Full driver's licence essential
- Minimum of 2-3 years previous experience
- Demonstrated reliability and flexibility
- Ability to work independently, without direct supervision
- High level of customer service with ability to communicate to a wide range of individuals and groups
- High level of personal presentation
- A current First Aid Certificate would be highly regarded

Other Requirements of this Role

- Willingness to undergo a medical assessment annually to ensure fitness for duties
- Able to provide a current demerit point statement confirming your licence status
- A current Working with Vulnerable People card