

COLUMBA COLLEGE BOARDING HOUSE

POSITION DESCRIPTION

About Columba College

Columba College has a rich history focused on excellence and boarding is an integral part of that.

With a maximum roll of 565 students, Columba is a day and boarding school for girls from years 7 to 13 with a co-educational junior school from years 0 to 6. The roll of 565 students is allocated as 110 primary school places, 335 day secondary school places and 120 boarding student places. As a caring and supportive Christian school, respect for others, courtesy and consideration, independence, self-discipline and responsibility are fostered. Hard work is encouraged, and achievement praised.

Our Purpose

With grace and good discipline, all Columba College students will be lifelong learners committed to personal excellence, ethical behaviour and service to others; they will participate and contribute as informed, responsible and compassionate citizens of Aotearoa and the global community. "the life and teaching of Jesus informs the way we live".

College Motto

Gratia et Disciplina Bona. With Grace and Good Discipline

Job Title	DRIVER
Job Purpose	To transport students safely and efficiently to and from their co-curricular activities, and appointments. At times, you will be required to adjust transport schedules due to an updated change in circumstance becoming known and/or to include urgent or priority transfers. Be aware of and maintain requirements related to compliance.
Reporting to	Lead Supervisor
Date	February 2021

Key Relationships

External	Purpose of contact with this person/s
<ul style="list-style-type: none"> + Contractors and resource providers + Suppliers + Families / Whanau + Community + Fuel Providers + Fleet Maintenance service providers 	<ul style="list-style-type: none"> + Develop and maintain respectful collaborative relationships
Internal	Purpose of contact with this person/s
<ul style="list-style-type: none"> + Boarders + Students + All Staff + Board of Governors 	<ul style="list-style-type: none"> + Working together to achieve personal and business goals + Build Understanding + Provide Clarity

Key Accountabilities / Responsibilities

The position of Driver encompasses the following major functions/accountabilities:

- + Implement safe driving practices
- + Record and reconcile all distances travelled
- + Obtain fuel receipts for all fuel purchased
- + Always operate vehicles within the parameters of law
- + Compliance with all policy and procedures related to health and safety
- + Complete daily vehicle checks prior to commencement of work
- + Report all incidents and accidents.

- + Report any faults, maintenance or servicing requirements.
- + Maintain customer satisfaction by implementing good communication skills and reporting of any concerns/requests to the Supervisor on duty as soon as possible (and prior to the conclusion of the current shift)
- + Working collaboratively with all staff to focus attention on meeting the needs of all boarders, ensuring confirmed satisfaction
- + Model positive behaviour always

Behavioural Accountabilities

Individual behavioural accountabilities that apply to all House staff include:

Behaviour	Adhere to organisational values, policies and guidelines and consistently role-model these in behaviour; Individually accountable for ensuring the tasks and responsibilities of the position are understood, and for the quality of individual work, performance, and behaviour.
Health and Safety	Act and work in a manner compliant with current health and safety at work legislation; Role model safe behaviour and practices contribute to “zero preventable harm” and a safe environment, including raising workplace health and safety concerns for self, boarders, students, visitors and other staff.
Reputation	Represent the House and School and champion all that is great about working for Columba College.
Risk Management	Identify, report and where possible, rectify, workplace health and safety concerns within work area, alerting other relevant parties to those in their workplace; Manage compliance and risk within area of responsibility, fulfilling any mandatory auditing and/or competency requirements
Continuous Improvement	Seek opportunities to improve business processes.

Person Specification

This section is designed to capture the expertise required for the role at the 100% fully effective level (this does not necessarily reflect what the current job holder has). This may be a combination of knowledge / experience / qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Qualifications

	Essential	Desirable
Workplace First Aid Certificate	-	Yes
Drivers Licence - Full	Yes	-

Knowledge / Experience

	Essential	Desirable
Experience working with children or young adults, and/ or experience supporting others in a care environment	-	Yes
Obligations of the Health and Safety in Employment Act	-	Yes

Job Specific Competencies

An empathy for the special character of Columba College
Empathy for teenage girls
Advanced communication and relationship building skills
An ability to identify and proactively manage future issues or requirements
Excellent trouble shooting and problem-solving skills. Exercise a balanced and informed approach to problem solving, as well as in situations involving change, stress, and conflict.
Resilient and calm under pressure. Adaptable and flexible in new and changing situations
Able to recognise essential elements of a problem and provide creative and workable solutions
Flexibility and adaptability
Positive and has a “can do” attitude
Ability to work collaboratively with others to complete tasks and meet goals
Be reasonably fit and agile
Respect confidentiality and be able to deal with sensitive issues

Work Hours

- + During term time only (excluding public holidays)
- + Monday to Friday inclusive – 3pm to 7pm

Change to job description

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment – including technological requirements or statutory changes. This job description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.

.....
Employee Name Date

.....
Approved: Name Date
Title

Declaration

I..... have received a copy of this Job Description, recognise that it may be supplemented by task schedules or similar documents and agree to comply with its contents.

.....
Job Holder: Date