

Job Title	Minibus Driver
Salary	Hourly rate: £13.10
Contract Type	Casual
About Saffron Hall	Saffron Music is one of the UK's leading concert venues, renowned for its exceptional acoustics, inspiring programme and warm welcome. Each year we present an outstanding programme of world-class classical music alongside jazz, folk, contemporary music, comedy, talks and community events, welcoming internationally acclaimed artists and thousands of visitors from across the region and beyond.
Employer	Saffron Music Trust
Place of work	Saffron Hall Saffron Walden County High School Audley End Road Saffron Walden CB11 4UH
Hours of work	Mainly working on Friday, Saturday and Sunday evenings, with some occasional shifts during weekdays evenings. All shifts will be booked with the successful candidate in advance by the Visitor Services Administrator (VSA). All shifts will be a minimum 3-hour call and generally are between 5pm and 11pm. Mainly seasonal hours (September to July).
DBS checking	The appointment will be subject to an enhanced Disclosure and Barring Service check. Saffron Hall Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.
Reporting to	Operations Director in conjunction with the VSA.
Summary of role	The Minibus Driver is responsible, whilst on shift, for the smooth and efficient running of the free minibus service between Audley End station and Saffron Hall. They will provide at all times a warm and friendly welcome for audience members and a safe journey to Saffron Hall.

Main Duties and Responsibilities	– To ensure the safety of our patrons at all times when being driven from Audley End to Saffron Hall. – To provide a warm welcome and to promote a positive image of Saffron Hall to all of the passengers. – To inspect the minibus each time before it is used to check and record the condition of the tyres and to identify and any issues with respect to the safe use of the bus. – To report immediately to the Saffron Hall Duty Manager any issues with respect to the safe use of the bus. – To inspect the cleanliness of minibus inside and out before use and clean it if required. – When the service is running, to drive the minibus from approximately 1.5 - 2 hours before the event and 1 to 1.5 hours after the event. – To drive the minibus safely and in compliance with road traffic regulations. – To complete a report recording the mileage driven, the number of passengers and any concerns about the condition or cleanliness of the bus at the end of each shift.
Person Specification	Essential: Candidates should – be over 21 years of age; – hold a D1 driving licence; – have previous experience of driving a minibus with a maximum capacity of 16 passenger seats; – have successfully completed a MIDAS minibus driving course or be prepared to undertake such a course; (Saffron Hall will help to arrange this training if it is required.) – have some experience in customer service and customer facing roles; – be outgoing, friendly and welcoming; – be able to work with others, in particular with the Duty Manager. Candidates should note that they must make their driving licence available for inspection during the interview process. Desirable: Candidates would usefully also – have an interest and knowledge of the arts; – hold an up to date First Aid at work qualification and to make themselves available for additional training as required.