



TARA

Anglican School for Girls

POSITION TITLE:	School Bus Driver - Casual
DEPARTMENT:	Operations
LOCATION:	Masons Drive, North Parramatta NSW 2151
THIS POSITION REPORTS TO:	School Caretaker All positions are ultimately responsible to the Principal
CO-ORDINATES WITH:	Reception for bus bookings Enrolments for passenger list
AWARD/AGREEMENT RELATIONSHIP:	Independent Schools NSW (Support and Operational Staff) Multi Enterprise Agreement 2017
SPECIAL CONDITIONS:	Licence to drive a 21 seat bus Casual – as required; School Term Time only Valid WWCC number to work in NSW Supportive of the School's Christian aims and ethos
WHAT IS THE FUNDAMENTAL PURPOSE OF THE JOB?	
To provide a high quality, reliable and safe transport service for students and to ensure that the assigned bus is well maintained and presented.	
KEY RESULT AREAS AND PERFORMANCE CRITERIA	
<ul style="list-style-type: none"> On time pick up and drop off of students on the Tara morning and/or afternoon runs Bus cleaned as needed to reflect the standards of the School and its families Appropriate records are kept and maintained Bus inspected, maintenance issues reported to the Caretaker and repairs coordinated as needed 	
PERSONAL REQUIREMENTS	
<ul style="list-style-type: none"> Has an awareness of the academic, pastoral and community aspects of School life Is loyal to the School and its educational vision Actively participates in the life of the School Supports the Christian ethos of the School 	

All Tara staff are expected to be committed to the overall life of the School, willing to participate in the School's extracurricular program and supportive of its Christian ethos. Tara is a non-smoking workplace.

Tara is an IB World School (PYP and MYP).

For more information about Tara, visit www.tara.nsw.edu.au

Application, including full C.V, cover letter and details of three referees, should be sent to:

The Director of Policy, Compliance and Human Resources

Tara Anglican School for Girls,
Masons Drive, North Parramatta NSW 2151

By Friday 13 September 2019

Phone: (02) 9630 6655 Fax: (02) 9683 6297 Email: employment@tara.nsw.edu.au

Employment will be subject to providing evidence of a current and valid Working with Children Check to work in NSW

APPROVED BY:

CFO-Director of Operations:	Date:
Principal:	Date: