



Ellesmere College Job Description

Job Title: Sickbay Driver/ Chaperone

Responsible To: Senior Nursing Sister

Responsibilities:

The main function of the post is to transport pupils to and from medical appointments in a safe and timely manner.

The following duties are examples of what the Sickbay Driver may be required to undertake, however, this list is not exhaustive and a degree of flexibility is expected in the performance of these duties:

Duties

- Drive pupils to and from medical appointments, dentists, A&E, Minor Injury Unit visits
- Chaperoning pupils of under 16 to appointments and reporting information back to Sister on duty
- Trips to Chemists or Doctors to collect medication, forms, letters etc.
- Maintaining medical confidentiality
- Complete relevant paperwork for each journey
- Ensure your vehicle is in a safe and satisfactory condition prior to the start of a journey
- Ensure the pupils adhere to safety rules such as the wearing of seatbelts, sensible behaviour etc
- Good time keeping

Other duties as directed by the Senior Nursing Sister.

Terms & conditions

Hours of work

The hours of this post will vary.

Salary

The salary is £10.42 per hour and 0.40p per mile

Level of DBS Disclosure required Enhanced

This job description is an overview of the main tasks and responsibilities of the post. It may be reviewed as part of the appraisal cycle and may be subject to amendments or modifications after consultation with the post holder.