



## Job Advertisement – Driver and General Worker

<b>Brief:</b>	The German School Nairobi is seeking to fill the post of Driver and General Worker.
<b>Start Date:</b>	Immediately or according to negotiations.
<b>Environment:</b>	The German School Nairobi is a recognized and widely acknowledged German School abroad with over 300 students from Kindergarten to Upper Secondary School.
<b>Job Profile Summary :</b>	<ul style="list-style-type: none"> <li>▪ Transporting learners and other passengers to and from school and extracurricular events following a scheduled route while ensuring learners' safety.</li> <li>▪ Obeying all traffic laws to ensure learners arrive at their destination safely.</li> <li>▪ Maintaining a clean and mechanically sound bus at all times.</li> <li>▪ Ensuring the safety of all learners when entering and leaving the bus.</li> <li>▪ Assisting learners with getting on and off the bus as and when needed.</li> <li>▪ Engaging with learners as they enter and leave the bus.</li> <li>▪ Ensuring that vehicles are in good shape.</li> <li>▪ Ensuring proper vehicle maintenance.</li> <li>▪ Maintaining order on the bus.</li> <li>▪ Preparing routine maintenance reports for the buses.</li> <li>▪ Being well versed with the laws/by-laws and conversant with the new Traffic Act and its implications on road safety.</li> <li>▪ Adhering to policy guidelines of the school.</li> <li>▪ Carrying out any general work that may be assigned when not on bus driver duty.</li> <li>▪ Being flexible with working in other departments when not on bus driver duty.</li> <li>▪ Being available at weekends and evenings for assigned tasks as and when required.</li> </ul>
<b>Employer Benefits:</b>	<ul style="list-style-type: none"> <li>▪ Integration into a dedicated and open-minded multicultural team at the school.</li> <li>▪ An interesting and lively working environment.</li> <li>▪ Appropriate salary with competitive additional benefits.</li> <li>▪ Two (2) year service contract and optional extension.</li> </ul>
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>▪ Proven work experience as a School Bus Driver or similar role.</li> <li>▪ Clean driving record with no at-fault accidents or traffic citations within the last five (5) years.</li> <li>▪ Two (2) or more years of experience working with learners is preferred.</li> <li>▪ Ability to carry out tasks on assigned routes on time.</li> <li>▪ Must have a Commercial Driver's License.</li> <li>▪ Must have good organizational skills to handle work in an efficient and timely manner.</li> <li>▪ Ability to work independently and maintain flexibility in working hours.</li> <li>▪ Strong attention to detail and good analytical skills.</li> <li>▪ Must have good interpersonal skills.</li> <li>▪ Polished phone and email etiquette.</li> </ul>
<b>Application procedure</b>	<p>Your application, accompanied by a Curriculum Vitae, copies of your ID Card, certificates, and references of former employers should be submitted, to the attention of the Human Resource Manager via email to: <a href="mailto:applications@germanschool.co.ke">applications@germanschool.co.ke</a></p> <p><i>Only short-listed candidates will be contacted. Interviews will be conducted on a rolling basis.</i></p>