



The Brunts Academy

Mini Bus Driver / Handyperson

£8.75 per hour

Job Application Pack



Mini Bus Driver / Handyperson

£8.75 per hour

37 hours per week, Term Time Only.

(Required for ASAP)

The Brunts Academy Premises Team are seeking to appoint, ASAP, a Mini Bus Driver/ Handyperson. We are looking to recruit a Mini Bus Driver / Handyperson to fill a full time role. The Academy is a supportive team of staff who are strongly focused upon raising standards for students.

This post is a superb career opportunity in a school that has:

- Local Government Pension Scheme.
- National Living Wage Employer working towards accreditation.
- High performing school with a 6% rise in the number of students securing at least standard pass (grade C) in 5 GCSE's including English and maths with an overall positive progress 8.
- 99.7% pass rate for the 6th form with positive value added.
- 70% of students progress to university and no NEETs in Year 11 and 13.
- Been Ofsted rated Good (2017) and has already made strides towards achieving Outstanding.
- Students who are willing and eager to learn with fantastic learning environments.
- A track record of innovation and development.
- A high quality provision for personalised staff CPD and leadership development.
- Is recognised for improving the quality of education in other schools.
- A proven track record for developing staff, securing good outcomes, good behaviour and good leadership. This is why The Local Authority and DfE has asked us to support other local schools to help them make improvements.

As part of The Evolve Trust you will have the opportunity to:

- Benefit from CPD through Trust academies as well as opportunities to work with colleagues from primary and special education backgrounds.
- Access CPD through our membership of 2 Teaching Alliances, benefitting from accredited leadership development programmes as well as extensive training suitable for all career stages.
- Work in an environment where staff can trial new educational innovations and share best practice.

To find out more about why The Brunts Academy and Evolve Trust could be the place for your career to flourish don't hesitate to read on and visit our website –

www.brunts.evolutrust.org



THE BRUNTS ACADEMY

Message from the Headteacher

Dear Candidate,

Thank you for expressing an interest in a vacancy here at The Brunts Academy. We are proud to be the lead academy within The Evolve Trust – Our Trust is passionate about quality education; all of our schools have one simple mission – to give our children the very best education possible and the very best start in life. We want our students to strive for ambitious futures, leaving a positive mark on our and their communities as a whole. Our Academies are Brunts (secondary), Beech (secondary – special) and Bramble (primary).



We are a values-driven organisation with an unwavering commitment “To open minds, creating opportunities for all to believe in themselves, achieve their potential and develop the skills needed to succeed and enjoy life”.

Brunts Academy is proud of the success our students have achieved year on year and, through our constant focus on teaching and learning, we see our students develop into lifelong learners whilst enjoying their time with us.

Our investment in staff is outstanding. Whatever the post, there is a clear professional development route map and we actively encourage leadership and risk taking at all levels.

I look forward to welcoming you into our academy.

With best wishes

Mr Carl Atkin
Headteacher



Application Details

Thank you for your interest in the Mini Bus Driver / Handyperson role at The Brunts Academy. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter, which clearly demonstrates your suitability for this role, via email to jobs@evolvetrust.org. Applications can also be submitted by post, for the attention of the HR Department, to the following address:

The Brunts Academy
Park Avenue
Mansfield
Nottinghamshire
NG18 2AT

Application forms

These can be downloaded from the school website www.brunts.evolvetrust.org. Wherever possible, please provide email addresses for your referees.

Please remember to state which role you are applying for:

- Mini Bus Driver / Handyperson

Closing Date

Please ensure your application arrives **by 21 May 2018 (12 noon)**.

Interview

Interviews to be held on 24 May 2018.

If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Safeguarding

The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake a criminal record check via the DBS.



Job Description

Post	Mini Bus Driver / Handyperson
Salary	£8.75 per hour
Contract	37 hours - Full-time, permanent, (Flexible hours between 7am -7pm)
Responsible To	Premises Leader

Purpose (Summary)

- To be the main Mini Bus Driver and also to assist with the smooth and efficient running of the site including security, maintenance, portage and any duties arising from use of premises

Duties – Specific

- Operating the Academy's mini buses during Academy approved visits.
- Ensuring the mini buses are kept clean and in good condition during the visit.
- Visual inspection/checking of tyres, lights, oil, water, fuel prior to the journey.
- Ensuring that journey log is completed and any faults are communicated immediately to the Premises Leader.
- To assist the Premises Leader and Deputy Premises Leader in all aspects related to site and buildings.
- Taking reasonable care for Health and Safety of him/herself and other persons who may be affected by his/her activities and where appropriate, safeguarding the Health and Safety of all persons under his/her control, guidance with the provision of Health and Safety Legislation.
- To carry out weekly Health & Safety checks to include legionella, fire alarms and classroom checks.
- Boarding up after vandalism as required.
- Attending to the heating system ensuring that the required temperatures are maintained.
- Ensuring that the boiler plant equipment, including heater cabinets are cleaned and maintained in accordance with the specifications and operating in an economic and efficient manner with any faults reported.
- The cleaning of designated areas and maintaining high standards in these areas.
- To carry out portage duties as directed by the Premises Leader or Deputy Premises Leader.
- To ensure all exterior hard surfaces including artificial grassed areas are kept in a clean and tidy condition – including the emptying of litter bins, cleaning of drains as required, clearing flower beds of litter.
- The salting and de-icing of all hard surface areas as required including the removal of snow to gain access to the premises and car parks.
- Removal of graffiti as and when required.
- In the case of emergency outside the working week e.g. fire, flood, intruders etc be required to attend for such action as necessary.



THE BRUNTS ACADEMY

- To ensure floor surfaces are maintained to the agreed specification.
- Management of people and resources under the direction of the Premises Leader or Deputy Premises Leader.
- The cleaning of internal glass and windows as required.
- The setting out of furniture as requested by senior staff /Premises Leader or Deputy Premises Leader.
- Contributing to an annual development review of Premises Management through contributing to regular team meetings.
- To carry out periodic maintenance of the artificial pitch as directed by the Premises Leader or Deputy Premises Leader.
- To carry out any high level work that requires the use of a platform lift as directed by the Premises Leader or Deputy Premises Leader (qualified persons only).
- To contribute to the maintenance programme (within personal levels of skills and knowledge) as directed by the Premises Leader or Deputy Premises Leader.

General:

- Be aware of the Data Protection Act and other legislation to ensure confidentiality of records and information.

Safeguarding:

- This post is subject to an enhanced Disclosure and Barring Service check.
- The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity.
- Record and report concerns following the Trust Safeguarding policy.
- Complete safeguarding level 1 training at least once every three years.

Health and Safety:

- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety and Welfare.
- Ensure all aspects of Health and Safety are rigorously addressed across your department inclusive but not limited to:
 - Reporting damaged, broken or missing equipment/property to an appropriate person i.e. departmental link, site team, headteacher etc.

Continuing Professional Development:

- To participate in the Trusts Performance Management Scheme.
- Undertake any professional development necessary as identified.

Additional points:

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified as no job description can be fully comprehensive.



In addition to the duties specified, employees will be expected to comply with any reasonable request to undertake duties or work of a similar level which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.

The job description may be subject to amendment or modification, should circumstances change, any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with the CEO. You may wish to be accompanied at this meeting by a representative of your Trade Union if you so wish.

The job description does not form part of the contract of employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on any or all of them.



	Essential	Desirable
Experience		
• Caretaking / site management experience	✓	
• Organisational skills	✓	
• Working with the public	✓	
• NEBOSH or relevant Health & Safety expertise	✓	
• Use of Microsoft software	✓	
Education, training and competencies		
• Relevant Health and Safety training		✓
• Portable appliance training		✓
• First Aid		✓
Aptitudes		
• Initiative	✓	
• Approachable, can form positive relationships with students and colleagues	✓	
• Ability to prioritise	✓	
• Communication skills	✓	
• Good timekeeping	✓	
• Confidence in dealing with potential confrontational situation	✓	
Personal Qualities		
• Enthusiastic and positive	✓	
• Well motivated and hard working	✓	
• Entirely reliable	✓	
• Honest nature	✓	
Additional		
• Aligned to Trust Values (Ambition, Integrity, Inclusivity, Endeavour and Resilience)	✓	
• Suitable to work with children	✓	
• Effective in fostering relationships with a wide range of people	✓	
• Committed to safeguarding and promoting the welfare of children and young people on a daily basis	✓	