

WORK WITH US AT FRAMLINGHAM COLLEGE

# Recruitment Pack



## Minibus Drivers

Employment Status	Part Time • Permanent
Employment Location	Framlingham College Prep and Senior School
Closing Date for Applications	Applications will be viewed upon receipt, you are therefore advised to apply at your earliest convenience
Interviews	To be confirmed

### IMPORTANT INFORMATION

Framlingham College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

[framlinghamcollege.co.uk/employment](https://framlinghamcollege.co.uk/employment)

Framlingham  
COLLEGE

WHERE EVERY PUPIL CREATES THEIR OWN STORY



## Welcome from the Director of People

Dear Applicant,

Thank you for your interest in the position of Minibus Driver at Framlingham College.

We are looking for friendly and enthusiastic Minibus Drivers to provide an efficient transport service for our pupils, to work a minimum of 19 hours per week. Applicants must hold a full driving licence and D1 category is preferred, but not essential.

The routes we run include the following: Bury St Edmunds, Hadleigh, Harleston, Aldeburgh, Ipswich, Lowestoft and Diss.

Current vacancies are for the **Ipswich**, **Hadleigh** and **Aldeburgh** routes, however, we can be flexible to accommodate you. Please do get in touch with the HR Team via the contact details on the right should any of the above-named routes be of interest. The salary for all routes is based on an hourly rate of £10.40.

In addition to driving your route, there may also be the opportunity to assist with additional driving (for example to cover airport runs and trips) should the department require.

We are also looking for drivers to join our Transport Team on a casual basis. Should you wish to discuss this opportunity further, please contact the HR Team.

We offer a supportive working environment, as well as a number of benefits including contributory pension scheme and complimentary gym membership. If you have a disability or long term illness that otherwise prevents you from meeting any of the essential criteria listed in the person specification, please contact us to discuss whether a reasonable adjustment can be made.

**We welcome all applications especially from independent thinkers, creative minds and inspirational people and very much look forward to receiving your application.**

Sally Wood  
**DIRECTOR OF PEOPLE, FRAMLINGHAM COLLEGE**



## How to Apply

Before applying, you are strongly advised to read through the Application Guidance Notes and Job Applicant Privacy Notice (available on our website).

Please submit a cover letter outlining your suitability for the role together with an application form. CV's will not be accepted in substitution for completed application forms in the absence of good reason. CV's may be submitted **in addition** to the application form in order to supply additional background information.

Applications will be reviewed on receipt. You are therefore advised to apply at your earliest convenience. The interview date is yet to be confirmed but will be offered as applications are received. You will be notified of a date if you are shortlisted.

Please send your cover letter and completed application form to: **The HR Department, Framlingham College, College Road, Framlingham, Suffolk. IP13 9EY.** You can also email your application to: **recruitment@framlinghamcollege.co.uk**

All information within your application will be treated confidentially.

### References

All successful appointments at Framlingham College are subject to receipt of two satisfactory references and all applicants will undergo child protection screening, including checks with previous employers and the Disclosure and Barring Service. Further information can be found within the Application Guidance Notes.

# Employee Benefits

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Competitive rates of pay;
- A free lunch each day when the kitchen is operational;
- Free parking for all employees;
- Auto-enrolment into a contributory pension scheme with Legal & General;
- Access to a pensions adviser;
- Professional development and ongoing CPD through internal and external training;
- Personal Accident Insurance;
- 24/7 access to our Employee Assistance Programme;
- Complimentary membership of Framlingham College Sports Centre, which includes access to the swimming pool, gym, tennis and squash courts;
- FramSoc membership, which includes free or discounted admissions to seminars in the College Theatre or Chapel;
- Cycle to Work scheme;
- Discounts with many local businesses within Framlingham;
- Family Swimming Sessions at Framlingham College Sports Centre;
- Christmas Shutdown.

# Job Information

## Reports To

Transport Manager

## Job Location

Framlingham College Prep & Senior School

## Weeks

Term Time Only (33 weeks)

## Salary Band

Band 3

## Pension

Contributory scheme available

# Job Description

## JOB PURPOSE

Responsibility for the safe operation of a school minibus at all times when in use for driving staff and pupils. To provide an efficient and safe transport service, as well as ensuring checks are carried out to the minibus prior to driving.

## KEY RESPONSIBILITIES

This is not an exhaustive list and the post holder will be expected to show flexibility and assist with other tasks of a similar nature. The post holder will be expected to work at Framlingham College Prep School as well as Framlingham College Senior School as necessary

- To drive the College's fleet of minibuses and cars;
- Transport pupils to and from school on a set route using specified stops as timetabled as required;
- Transport pupils and staff on outings and other scheduled journeys as directed;
- Complete airport/railway drop offs & pickups at the beginning and end of each term;
- Be responsible for the safety and supervision of pupils, including their good behaviour, on all journeys and to report any issues to the school;
- Maintain bus registers;
- Undertake daily routine maintenance checks on the vehicle, and ensure that the vehicle is kept in a clean condition;
- General duties as requested i.e. loading, lifting, and moving;
- Regular communication with the Transport Manager for passenger and timetable updates;
- Check that all pupils have their seat belts properly fastened before the vehicle moves off and ensure they wear them for the duration of the journey, and that the full complement of the vehicle is not exceeded at any time;
- Decide whether it is safe to operate or not, in view of the prevailing weather and road conditions;
- Report any vehicle defects through the correct channels;

*Continued from previous page*

- Ensure full knowledge of and adherence to the College's Minibus Policy, procedures and guidance;
- Follow safety rules as pupils are boarding and exiting buses, and as they cross roads to do so;
- Fasten all doors properly when a child enters or leaves the vehicle, and ensure all pupils remain properly seated whilst the vehicle is in motion, checking any misbehaviour, which might lead to an accident, and reporting it to the Transport Manager.
- Ensure the minibus is tidy before and after use, removing any rubbish left behind;
- Drive in a safe and considerate manner by complying with all laws and school policies pertaining to the driving of minibuses or Health and Safety of staff and pupils (and other passengers)
- Declare to the school any driving sanctions or convictions that may affect the driving or insurance or operation of the school minibuses gained after the checks are made for initial employment.
- Undergo an annual check of driving licences.

It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact with, to adhere to and ensure compliance with the school's Safeguarding Policy at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's Designated Safeguarding Lead.

*This Job Description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Employees will be expected to comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.*

# Person Specification

E = Essential • D = Desirable

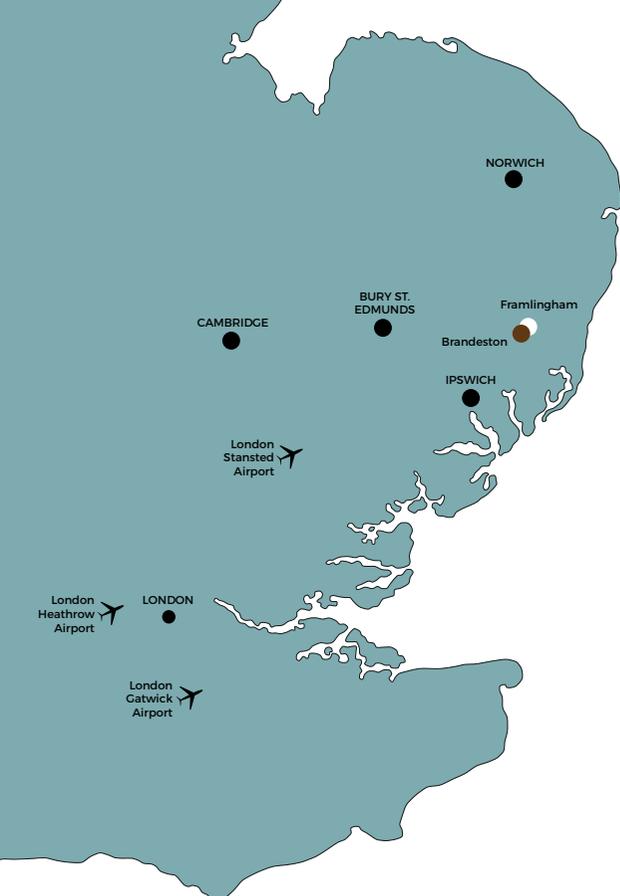
QUALIFICATIONS	E	D
Basic numeracy and literacy	✓	
Full driving licence	✓	
Category D1 driving licence		✓
First aid certificate		✓

PROFESSIONAL EXPERIENCE	E	D
Four years driving experience	✓	
Previous experience of driving a large bus or vehicle		✓
Customer service experience		✓
Previous experience as a school minibus driver		✓

PROFESSIONAL COMPETENCIES AND SKILLS	E	D
Knowledge of the local area and roads	✓	
Able to work on own initiative	✓	
Accurately adhere to deadlines/timetables	✓	
Basic motor vehicle knowledge	✓	
Able to work under pressure	✓	
A sound knowledge of driving laws, regulations and safety procedures		✓

PERSONAL ATTRIBUTES	E	D
Flexibility and adaptability	✓	
Polite and helpful, reliable and trustworthy	✓	
Positive 'can do' attitude	✓	
High level of confidentiality, discretion and tact	✓	
Willingness to respond to changing priorities	✓	
Calm and approachable		✓
Able to show initiative		✓

SAFEGUARDING CHILDREN	E	D
Awareness of safeguarding children issues	✓	
Knowledge of safeguarding children legislation and good practice		✓



## Our Location

Framlingham College comprises of the Prep School in the beautiful surroundings of the idyllic neo-Tudor Brandeston Hall beside the River Deben in the village of Brandeston, and the Senior School, set amongst stunning surroundings in the market town of Framlingham - approximately five miles from Brandeston.

The town of Framlingham pre-dates its mention in the Domesday Book of 1086 and is perhaps most famous for its castle. This magnificent monument occupies a hill on one side of the town's mere, while the Senior School campus tops the rise opposite.

On Tuesdays and Saturdays, the town centre hosts a busy market selling food and drinks, gifts and collectibles. Framlingham boasts a range of independent shops, covering practically every need, while the numerous eating places and pubs cater to almost every taste.

Just a few miles from Suffolk's Heritage Coast - embracing Aldeburgh and Southwold, amongst many other seaside locations - Framlingham is about 35 minutes by car from the county town of Ipswich, 40 minutes from Bury St Edmunds in the west of the county and an hour from the city of Norwich in Norfolk.

There are regular trains from Ipswich to London's Liverpool Street station. London Stansted Airport and Norwich Airport are each just over an hour's drive away from Framlingham.

## About Framlingham College

Framlingham College is a co-educational, independent boarding and day school for pupils aged 3 - 18.

The College embraces pupils with a wide range of interests and abilities and offers a huge number of co-curricular activities and sports that complement our academic curriculum and enrich our pupils' experience. We believe that learning happens within and beyond the classroom; our pupils and staff have high expectations of and for themselves within a supportive and aspirational environment. We believe in instilling curiosity, a spirit of enquiry and a love of learning for learning's sake, in every pupil.

Our vision is to develop in each child the knowledge and skills they need to thrive as global citizens in their adult world.