



SINCE 604 AD

KING'S SCHOOL

ROCHESTER

Post title:	MPV / Minibus Driver
Reporting to:	Head of Estates
Hours of work:	Zero Hours Contract, term time only. Minimum of 8 hours per week, Tuesday to Friday
Salary:	£14.00 per hour
Commencing:	September 2024

Introduction

King's School Rochester is a co-educational, independent school with 680 pupils between the ages of 3 and 18, including 50 boarders. King's is formed of a Nursery/Pre-Preparatory School, a Preparatory School and a Senior School. The size of the school creates a strongly supportive, friendly atmosphere with an emphasis on excellent academic results within a full and rounded co-curricular programme. Sport is a strength of the school with regular fixtures and pupils representing at county and national level.

The school is situated in the most historic part of Rochester, adjacent to the Cathedral and Castle. Rochester is 35 minutes from London on the high speed rail link and enjoys excellent road connections to other parts of the country. The school has a long heritage, having been founded in 604 AD and is part of the Cathedral Foundation. While candidates need not be Anglicans, it is important that they should feel sympathy with the Christian tradition of the School and in particular its moral values. The Principal is a member of HMC and the school is also a member of IAPS, CSA and the Woodard Corporation.

Role

The Minibus Driver will support departments driving pupils and staff both for local / regular trips and, when required, for longer school trips/fixtures/activities. Regular journeys include taking pupils to and from local sports facilities for lessons.

Main Responsibilities

- Undertake safety checks before commencing driving, and report any defects to the Head of Estates prior to departure.
- Observe DVLA rules, The Highway Code and School Policies and Procedures.
- Follow predetermined routes to transport pupils.
- Ensure the safety of all passengers (ensuring seatbelts are fastened at all times), other road users and the public, and share a bus register before departure.
- Refuel the vehicle as required.
- Maintain accurate records of vehicle usage.
- Attend and complete training to ensure compliance with DVLA rules and regulations, and School insurance.

- Drive and behave in a courteous manner, taking into account the comfort of passengers and representation of the School.
- To assist, when required, taking vehicles for MOTs, servicing, Section 19 checks and with the cleaning of school vehicles.
- Adhere to the school's safeguarding and child protection policies and procedures at all times.
- To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.

This job description is not intended to be an exhaustive list of duties. You may also be required to undertake such other comparable duties as required from time to time.

Person Specification

Essential

- Full, clean and valid driving licence D1 unrestricted or PSV (Minibus Lite) licence, D1 restricted (car licence obtained prior to 01.01.1997 considered).
- Experienced and confident in driving a minibus or similar e.g. large van.
- Able to maintain accurate vehicle and user records.
- Competent to undertake daily and weekly vehicle checks and carry out basic maintenance.
- Have good communications skills, being proactive, friendly, punctual and professional.
- Flexibility with regards to hours available to drive.
- Maintain high standards of delivery.
- Maintain positive relationships with colleagues, pupils and parents.
- Willing to undertake the necessary training to carry out the role and enhance the services delivered by the school.
- Actively support the ethos of King's School Rochester.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the school. This job description will be reviewed annually and is an integral part of the appraisal and line management process.

Early applications are encouraged and we reserve the right to close the vacancy if a suitable candidate is found.

King's Rochester is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

The School has a legal responsibility to ensure that all its employees have the legal right to live and work in the UK. Therefore, you will need to provide original documents verifying that you are eligible to work in the UK for the interview. Details of these will be provided in the invitation to interview. All candidates invited to interview must bring the original documents confirming any educational and professional qualifications that are necessary or relevant for the post.

KING'S ROCHESTER IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND FULFILS ALL ITS RESPONSIBILITIES UNDER CURRENT CHILD PROTECTION AND SAFEGUARDING LEGISLATION IN ACCORDANCE WITH GOOD PRACTICE IN THE CARE OF YOUNG PEOPLE, ESPECIALLY THOSE LIVING AWAY FROM HOME.

WE EXPECT ALL STAFF AND VOLUNTEERS TO SHARE THIS COMMITMENT. CANDIDATES WILL BE EXPECTED TO UNDERGO CHILD PROTECTION SCREENING APPROPRIATE TO THE POST INCLUDING DISCLOSURE AND BARRING SERVICE CHECKS AND ALLOW CHECKS ON THEIR BACKGROUND AND IDENTITY INCLUDING CHECKS WITH PAST EMPLOYERS AND SUITABLE REFEREES.