



PLYMOUTH  
COLLEGE

**Appointment of:**  
School Driver



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# HEAD'S WELCOME

Welcome to a place where our fundamental mission is to nurture joy, knowledge, and compassion within each pupil. Our ethos not only treasures academic excellence but also embraces the holistic development of every individual, fostering an environment where pupils are not mere numbers but valued participants in their unique journey. Plymouth College embodies forward-looking education that beautifully blends the School's history with an unwavering commitment to shaping a promising future.

Guided by Christian values and an embrace of diversity, our ultimate goal is to empower pupils to flourish as independent, responsible global citizens who wholeheartedly embrace their diverse talents and passions. Our commitment finds its expression in an education that encompasses academic achievements, personal well-being, co-curricular exploration, individual growth, communal responsibility, and an atmosphere of genuine nurturing. These aspirations find their embodiment in our guiding principles, encouraging the development of strengths, qualities, skills, aspirations, respect, effective communication, integrity, collaboration, self-reflection, resilience, service, and resourcefulness. Plymouth College ardently dedicates itself to nurturing each pupil's potential, fostering personal growth, and equipping them to bring positive transformation to the world.

Our doors extend a warm embrace to pupils from around the world where they find not just a school, but a second home. This global tapestry enriches our cultural fabric, propelling profound benefits for our pupils and the larger community alike. Engaging with peers from diverse backgrounds ignites a global perspective, fostering cross-cultural friendships and a spirit of openness and understanding. This intercultural exchange empowers our pupils to thrive in an interconnected world, nurturing qualities of compassion, adaptability, and respect. This international essence weaves its positivity into every facet of school life, fortifying our unity, broadening horizons, and fostering an environment of collective growth and shared learning.

In our holistic pursuit, our vision extends beyond the formation of leaders to the nurturing of champions. Champions who lead sports teams, industries, and communities, while passionately advocating for their preferred subjects, activities, and causes. This endeavour transcends personal accomplishments, as we engrain the profound significance of service and societal impact, fostering leadership for the greater good. This comprehensive ethos is seamlessly woven into our daily life, evident in every lesson, every form period, and every engaging activity. Through these experiences, pupils flourish intellectually, academically, socially, morally, and physically. We constantly move forward, emboldened by our rich legacy, grounded in our cherished traditions, and steadfastly committed to nurturing the potential within each pupil.



**Adam Carr**  
Interim Head

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# Plymouth College is currently seeking a **School Driver** to join our community

Plymouth College is a leading co-educational school, which has operated at the forefront of independent education since its inception in 1877. With its excellent programmes for the academic and personal development of pupils, fantastic wellbeing and pastoral care and world-leading performance sports and co-curricular activities, the College produces well-rounded, confident and resilient young people who stand out from the crowd.

Plymouth College is seeking to recruit a reliable School Driver. Candidates will need to be confident in interacting with children and be able to maintain a good atmosphere on the bus. Drivers will need to have a warm and flexible approach, be able to show initiative, work well on their own and as part of a team.

You will report to the Transport Manager / Deputy Transport Manager and work as part of a team of Minibus Drivers responsible for driving the school minibus and carrying out routine safety checks. Ideally you will live locally, but this is not essential.

It is essential that you possess excellent time management and outstanding interpersonal skills with the ability to relate to young people, parents and colleagues.

Minibus Drivers must be able to drive the School's Minibuses and transport the School's pupils safely and securely to and from School each day and to comply with all of the School's policies. Successful candidates must possess a D1 qualification and have a full current, clean drivers' licence.

This is a Part-time, permanent position. 35 weeks (Term Time only) per annum. The working pattern is Monday- Friday, (20 hours per week). The hourly rate is £11.98.

**The closing date for applications is 0900hrs BST on Monday 3rd June 2024.**

*Plymouth College is committed to safeguarding and promoting the welfare of children. The successful candidate must be willing to undergo an enhanced disclosure through the Disclosure and Barring Service.*



# ABOUT PLYMOUTH COLLEGE

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## OUR HISTORY

Founded in 1877, originally as a boys' school, Plymouth College has a unique history of providing a first class, holistic and outward-looking education. During the middle of the 20th Century, the College served as a direct grant grammar school until 1976, when it became independent and the first girls were admitted to the School's Sixth Form. It became fully coeducational in 1995, and in 2004 the College merged with St Dunstan's Abbey School, with the Prep School moving to the old St Dunstan's site. In September 2021, the Prep School joined the Senior School on the Ford Park site, joining together all our pupils for the first time in 70 years. As we look towards our 150th anniversary in 2027, we are excitedly planning many events over the next few years.

## PLYMOUTH COLLEGE TODAY

Plymouth College today is a forward-looking and inclusive educational community providing a broad, balanced and enriching education. Just over 500 pupils are currently educated at across the School, of whom approximately 75 are boarders. The boarders come from around 35 countries, with many attracted by the College's elite sports provision. The range of nationalities adds greatly to the cultural richness of the College.

The College received its last integrated ISI Inspection in 2019 and the quality of pupils' academic and personal development, as well as other achievements, were described as excellent.





## OUR MISSION

Our Vision is for Plymouth College to be a school in which pupils are given opportunities to create amazing childhood memories while preparing themselves to thrive in the adult world. A community where everyone's character is nurtured in a way appropriate to them and allowed to succeed at their own pace. To achieve this, we must ensure everyone has the opportunity to develop to the best of their potential and is prepared for life in the best possible way.

Our success in achieving this can be demonstrated in many ways. Our most recent full ISI inspection report concluded that every aspect of our educational quality was excellent and our public examination results, particularly when measured in terms of added value, reflect this.

Plymouth College pupils are widely regarded as rounded, grounded, interesting, mature and successful young people. Our primary function is to educate pupils but, crucially, not just to pass exams. Holistic education is just one part of what we do with more extra-curricular activities on offer than ever before. We develop character in our pupils by creating an environment that is intellectually stimulating, progressive, adventurous and dynamic.

Perhaps most importantly of all, though, Plymouth College sets out to be positive and kind. Whether as a place of learning or as a place of work, we aim to ensure the people in this marvelous place feel confident, included and valued.

## OUR ETHOS

Our ethos is that of character. This means placing full focus on the person in all we do, making this much more than a buzzword. We aim to be the school that truly cares for its pupils and staff. We are proud to have a very diverse, international school population and seek to bring out the best in everyone.

We have a strong focus on all-round enrichment - a healthy balance between curricular achievement and the development of personal qualities through co-curricular activities. In doing so, we do not lose sight of the need for academic achievement. We challenge staff to excel in their profession and our pupils to exceed their own academic expectations.

Most importantly, we aim to prepare pupils for life after Plymouth College and send mature, well- rounded people out into the world.

# JOB DESCRIPTION

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## OVERVIEW

**RESPONSIBLE TO:** Transport Manager & Deputy Transport Manager

**DUTIES AND RESPONSIBILITIES:** The successful candidate will need to be confident in interacting with children and be able to maintain a good atmosphere on the bus. Drivers will need to have a warm and flexible approach, be able to show initiative, work well on their own and as part of a team.

The following list is not exhaustive but the post holder's responsibilities are:

### Key Relationships

Head of Operations, Transport Manager and Deputy Transport Manager

### Responsibilities

- Collecting students from pickup points and transporting them to and from school, ensuring correct student registration in line with the College's safeguarding policies.
- Adhering to traffic laws at all times.
- Informing the Transport Manager of any traffic hazards and other issues delaying arrival or departure times.
- Re-fuelling buses in preparation for journeys.
- Inspecting buses to ensure that the components are in good working condition and reporting potential problems, defects, faults, incidents, accidents or near misses immediately to the Transport Manager.
- To ensure all mileage logs and other paperwork relating to the mini bus is kept up to date and accurate.
- Keeping buses neat, clean and tidy.
- To maintain the school's image; appropriate working attire should be worn at all times. Monitoring student behaviour and reporting any problems to school authorities
- To undertake other duties commensurate with the level of the post, as reasonably requested by your Line Manager or the Senior Leadership Team.

# JOB DESCRIPTION

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## Continued

### PERSON SPECIFICATION

#### The post holder will hold the following Qualifications:

- D1 Qualified (preferred but not essential)
- Full, Clean driving licence.

#### The post holder will have the following Experience:

- Able to work as part of a team as well as alone, and exercise good judgement.
- Previous driving experience is essential.
- Able to work in a professional manner.
- Demonstrate empathy, patience and understanding.
- Experience of a customer facing environment is advantageous.

#### The post holder will have the following Skills & Attributes:

- Strong verbal communication skills.
- Strong problem solving skills.
- Experience in pupil management, with the ability to maintain a calm and safe bus environment, would be advantageous.
- Conscientious and responsible individual with a calm head under pressure, and the ability to work cooperatively to resolve problems.
- Clear communication skills, both oral and written.
- Wholehearted commitment to the ethos of the College.

#### Safeguarding of students and Duty of care

To be committed to the safeguarding and promotion of the welfare of young people. To demonstrate this commitment in every aspect of this post. To adhere to, and ensure compliance with, the School's Safeguarding Policy at all times. You are required to report any safeguarding or child protection concerns to your line manager or the School's Designated Safeguarding Lead.

All driving staff members at Plymouth College are required to attend regular eye tests and complete medical declarations annually, this is to maintain compliance with key driving legislation. Checks will be paid for and provided by the College.

*Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the position and are not intended to reflect all duties performed within the job.*

## BENEFITS

- Employee Assistance Programme;
  - Life Assurance;
  - Use of school facilities such as the gym and sports centre, when available;
  - Eyecare Vouchers;
  - College funded CPD opportunities (formal and informal) on the recommendation of the line Manager
  - Lunch provided (term time only);
  - Parking (where available);
  - A staff fee remission for pupils attending the College (if required / relevant).
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## APPOINTMENT TERMS

All appointments are subject to

- The receipt of two satisfactory references.
- A satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS.
- Verification of satisfactory medical fitness to carry out work responsibilities.

Terms and Conditions of Employment:

- This is a Part-time, permanent position. 35 weeks (Term Time only) per annum.
- The working pattern is Monday- Friday, (20 hours per week). The hourly rate is £11.98.

On successful appointment there is a probationary period of 6 months.

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## HOW TO APPLY

To submit an application, please complete the official Plymouth College Application Form and send your CV, along with a covering letter detailing how you feel you meet the requirements of this role to [HR@plymouthcollege.com](mailto:HR@plymouthcollege.com). Any queries can be directed to: [transport@plymouthcollege.com](mailto:transport@plymouthcollege.com)

**Closing date for applications is Monday 3rd June 2024 at 09.00am (UK Time)**

*Plymouth College is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.*

**Please note applications of CV alone will not be considered**

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[www.plymouthcollege.com](http://www.plymouthcollege.com)

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