



ST JOHN'S BEAUMONT PREPARATORY SCHOOL

OLD WINDSOR



School Bus Driver
Candidate Information Pack
August 2023



ABOUT THE SCHOOL

St John's Beaumont is a Day and Boarding Preparatory School for children aged from 3 to 13 set within 75 acres of established woodland and playing fields adjacent to Windsor Great Park.

This is a very special place to work and to learn. Our pupils are offered every possible opportunity to excel in a wide variety of areas, both academically, but importantly also in the wider curriculum as well. St John's naturally suits those who are open-minded, spiritual, compassionate but also importantly critical thinkers.

Founded as a Roman Catholic (Jesuit) school, our spiritually and culturally rich tradition informs the qualities we seek to nurture and develop in our pupils, who progress to a range of senior schools such as Charterhouse, Eton, Harrow, Oratory, Stonyhurst, Wellington & Windsor Boys, with many receiving scholarships.

Our beautiful school buildings were designed in 1888 by John Francis Bentley who rose to fame as the architect of Westminster Cathedral in London. The School enjoys first class facilities including a purpose-built sports centre, indoor and outdoor cricket nets, floodlit tennis courts, a golf putting green and driving range, an indoor swimming pool and over 50 acres of playing fields. St John's enjoys a strong reputation for sport, with a strong rugby and swimming tradition, as well as cricket, football, golf, and rowing; as well as music and the performing arts.

SAFEGUARDING

St John's Beaumont is committed to ensuring the safety of its pupils and as such any successful candidate will be subject to an enhanced check (including Barred List check) by the (DBS) Disclosing and Barring Service. The school is committed to safeguarding and promoting the well-being of children and young people as its number one priority. Robust recruitment, selection and induction procedures operate throughout the School.

EQUALITY AND DIVERSITY

St John's Beaumont is a welcoming environment. The school promotes the concept of equal opportunity for all and recognises the need to counteract ideas and instances of individual and institutional discrimination on the grounds of race, ethnic origin or colour, gender, age, disability or sexual orientation. We value and treat all people with dignity and respect.

We aim to encourage, value and manage Equality, Diversity and Inclusion. We oppose all forms of unlawful and unfair discrimination, harassment or victimisation. We are striving to attain a workforce that representative of society to ensure we secure the widest pool of talent available. Applicants whose backgrounds are underrepresented in the sector are encouraged.

It is our aim to ensure that no job applicant or employee receives less favourable treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender, marriage / civil partnership, pregnancy/ maternity, race, religion or belief, sex, or sexual orientation (the protected characteristics).



WORKING WITH US

Thank you for your interest in joining St John's Beaumont. We place great value on our staff and offer a welcoming, collaborative community, where all colleagues are valued and treated with respect and dignity. We offer a range of benefits and competitive terms and conditions. The information below is non-contractual but aims to give you an overview of the post.

BENEFITS

PENSION After successful completion of 3 months employment, you will be automatically enrolled into the School's Group Pension Plan with People's Pensions to which the School will contribute the equivalent of 5% of your salary if you contribute a minimum of 2.4%.

HOLIDAYS This role is term-time only and the postholder's holidays are deemed to be taken when the school is not in session (subject to the proper performance of the role).

SICK PAY On successful completion of your probation period, staff are eligible for sick pay under the School's occupational sick pay scheme.

MEALS AND REFRESHMENTS During term time a freshly prepared, nutritious lunch is available as well as refreshments during your working day, free of charge.

PARKING There is ample free on-site parking available.

STAFF FACILITIES AND SPORT Various sports facilities are available on site that can be used by staff at agreed times during the week, including the sports hall, swimming pool and gym. Various school social events and functions are organised throughout the year.

INDUCTION AND STAFF TRAINING AND DEVELOPMENT You will receive initial induction training when you first join us, with ongoing support and guidance. Following induction, you will be encouraged to demonstrate continuous professional development by attending appropriate internal and external training courses, seminars and conferences.

DISCOUNTED SCHOOL FEES At the discretion of the Headmaster and Bursar, staff may be eligible a discount on day fees should their child be accepted into the School. This discount is on a pro-rata basis for part-time employees.

STAFF AND WELLBEING You will be offered free membership of our Employee Assistance Programme and are also exploring other wellbeing initiatives to support our staff.

FLEXIBLE WORKING The school recognizes the need for a manageable work-life balance and the importance of family life, and aims to facilitate flexible arrangements within the school's operational needs.

SCHOOL LIFE All staff are encouraged to participate in school life, which could include exciting opportunities, such as accompanying school trips overseas.



JOB DESCRIPTION

Job Title	School Bus Driver
Group	Support Staff
Reports to	Site Manager
Responsible for	-

JOB PURPOSE

St John's Beaumont School is seeking to appoint a School Bus Driver to join our School community.

In this important role the appointed individual will be responsible for driving pupils to and from School in the School vehicles. This is inclusive of but not limited to the collection and return of pupils to and from designated points. The selected candidate will also occasionally drive the School Bus for School trips and sport fixtures during the School day and occasional weekends.

The School is also able to offer additional hours within the Estates Department to support to the maintenance of the School and vehicles, and other opportunities to contribute to the wider School community.

ROLE SPECIFICATION:

- Start Date: September 2023
- Working hours: The School is able to offer evening hours between approx. 5.00pm-7.00pm, term-time only. Additional hours also available during the School day and some weekends.
- Salary: c. £15 per hour, depending on experience.

ROLE OVERVIEW:

School Bus Driver:

- Responsible for collecting pupils from designated collection points in the mornings, and taking students from School to the drop-off points.
- Drive pupils and staff on fixtures, School trips and boarding outings, occasionally on the weekends.
- Take the register each journey to ensure all passengers are on-board and leave the bus at the correct stop.
- Abide by the law and Highway Code to ensure passenger's safety at all times.
- Conduct vehicle checks before using the School mini-buses.
- Report any issues with the vehicles to the Site Manager in a timely manner if they arise.
- Ensure that the School vehicles are left in good condition and



cleanliness.

- Converse with parents in an appropriate and timely manner.
- Report any behavioral concerns to the appropriate staff members.
- The School is also able to offer opportunities in the wider School community, including in the Estates Department.

Other Duties:

- Support school events (e.g. Sports Days, Open Days), including occasional weekends.
- Always promote safeguarding and the welfare of the children in the school's care, in accordance with the school's safeguarding policies.
- Be conversant with and adhere to the school's Child Protection & Safeguarding, First Aid and Data Protection policies.
- Uphold the ethos and values of St John's Beaumont School.
- Undertake additional training for the better performance of duties.
- Covering other support staff colleagues when required.
- Any other reasonable task as directed by the Bursar or Head Teacher.



PERSON SPECIFICATION:

	Essential Desirable	/
Knowledge		
• Sound knowledge of the Highway Code and relevant laws	E	
• Knowledge of vehicle maintenance and upkeep	D	
Experience		
• Previous experience driving a mini-bus	E	
• Previous experience driving children aged 3-13 years old	D	
Skills & Personal Qualities		
• Outstanding interpersonal skills	E	
• Good time-keeping and punctuality	E	
• Flexible team player, able to adapt to varying demands & willing to go beyond own responsibilities to help others at busy times	E	
• Keen to participate in additional training and development opportunities	E	
Qualifications		
• Full clear UK driving licence	E	
• MIDAS training	D	

HOW TO APPLY

Please contact Miss Francesca Purdie in the Bursar's office bursarsoffice@sjb.email for an application form.

CLOSING DATE

Monday 21st August 2023 at 10.00am.





We reserve the right to close the application deadline early, and make an appointment before the closing date.

