



Application Pack

Shuttle Bus Driver

Sarum Academy

Start 8th January 2024

Closing date for applications:

Friday 15th December 2023

Interview Date: Tuesday 19th December 2023



Dear Prospective Applicant,

Thank you for your interest in applying for the post of Shuttle Bus Driver. Magna Learning Partnership (MLP) is a Multi Academy Trust with three secondary schools, a sixth form college and five primary Schools. This role supports the Home to School Transport (HTST) provision provided by Sarum Academy. The successful applicant will be part of a team of drivers that provide daily transport to and from the school, from rural areas around Salisbury.

We are looking to employ a professional and dedicated individual who can safely transport pupils to school and undertake the general duties associated with driving the minibus.

The role will be based at Sarum Academy during term time plus 1 week (39 weeks per year). You will be line managed daily by the Transport & Commercial Manager, who is also primarily based from The Trafalgar School at Downton. You may be asked to assist with additional driving duties from time to time as required by the school and will be paid additional for these hours.

The full job description and person specification is included within this application pack. Main details are as follows:

- Hours of work: 20 hours per week covering both am/pm routes. A job share will be considered for 10 hours per week, working either am or pm or a combination of both with another job share applicant.
- Term time plus 1 week (39 weeks)
- Salary MLP Grade F Scale Point 9 (FTE £25,119) pro rata (approx. £11,679 for 20 hours)
- Holiday entitlement is built into the salary for term time workers, total paid weeks will be 44.85
- Role type: Permanent

In MLP we are proud of our creative and forward-thinking teams. We pride ourselves on developing positive relationships with students and staff; we believe that being approachable and caring is what helps us safeguard students.



Staff benefit from our commitment to professional development and, in working as part of a multi-academy trust you will be given opportunities to carry out career development courses relevant to your role. We operate a continuous improvement model and welcome your input to improving the service we offer.

Magna Learning Partnership

Magna Learning Partnership became a Trust of nine academies on the 1st October 2020. They are:

Sarum Academy, Wyvern St Edmund's Learning Campus (two secondary schools working together), The Trafalgar School, Salisbury Sixth Form College.

Amesbury Archer Primary School, Amesbury Primary School, Bemerton St John Primary School, Old Sarum Primary School, Pembroke Park Primary School and Nursery and The New Forest Primary School.

We are a mixed Trust of Church and community academies based within a ten mile radius of Salisbury. We are committed to inclusion and to enhancing the life chances of our (almost 4000) children and young people.

New staff joining the Trust can be assured of a warm, supportive environment along with robust professional challenge and a strong sense of shared vision and ethos: our aim is that every student fulfils their potential and that, through an excellent education in one of our schools, their life chances are significantly enhanced.

Magna Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. The successful applicants will be subject to enhanced DBS checks. References will be sought on shortlisted candidates before interview.

How to Apply

Please take time to look at the information about our schools via links on the Magna Learning Partnership website. Should you have any specific queries that are not answered by the information we have provided, or wish to visit us prior to making an application, please contact Matt Webley, Transport & Commercial Manager at mwebley@magnalearningpartnership.org.uk

- Your supporting statement should be no more than 750 words, in which you should detail the skills, attributes and experiences which make you an appropriate candidate for the post.



Disclosure & Barring Service

Due to the nature of the position for which you are applying, and to ensure your suitability for this type of work, you will be required to apply for clearance from the Disclosure and Barring Service if you are successful in your application. This will take place before your appointment is confirmed. The clearance process will disclose details of formal cautions, reprimands and final warnings, as well as convictions. Having a criminal conviction will not automatically exclude you from employment – this will depend on the nature of the position, and the circumstances and background of the offences committed.

We look forward to receiving your application.

Yours sincerely

Andrea Crowle
Head of Commercial Operations MLP

Shuttle Bus Driver – Person Specification

	Essential	Desirable	Assessed by
Qualifications	<ul style="list-style-type: none"> D1 Category Driving Licence 		Application form
Experience		<ul style="list-style-type: none"> Experience of driving or escorting students, providing personal and physical assistance as required during the course of journeys. 	Application form and references
Knowledge and Understanding	<ul style="list-style-type: none"> Experience of routine maintenance of vehicles. 		Application form, references and interview
Skills and Attributes	<ul style="list-style-type: none"> Ability to communicate effectively verbally Ability to work independently and as an effective team member Be flexible, adaptable and maintain high levels of energy and enthusiasm coupled with a sense of humour and perspective Effective planning Ability to demand high standards from students 		Application form, references and interview
Professional and Personal Qualities	<ul style="list-style-type: none"> A genuine interest in young people Ability to work as part of a team Committed to safeguarding and promoting the welfare of children Respect for students, staff, parents and governors A friendly disposition 		