



**King's
Worcester**

Minibus Driver

Part Time

Candidate Information



The King's Foundation



I am delighted that you have expressed an interest in joining us as a Minibus Driver at The King's School, Worcester.

I have only been the Headmaster of the King's Foundation since September, but in this short time have already witnessed the magic that is King's.

Our Foundation has a history dating back to the 7th Century with close links to the Cathedral. We have a strong sense of tradition combined with a modern and successful approach to learning. We are particularly known for our friendly atmosphere and excellent relationships between staff and pupils.

The King's Foundation in Worcester is a community of three schools: King's Senior and two Junior Schools, King's St Alban's and King's Hawford. The Senior School educates 890 pupils aged 11 - 18 at its city-centre campus. King's St Alban's, with 190 pupils aged 2-11, is on the same site. King's Hawford educates 220 pupils aged 2-11 and is situated just north of the city in rural Worcestershire (four miles from the city centre campus). There is one governing body for all three Schools.

We are looking for a proactive individual with great organisational skills and demonstrable experience of working with others.

We look forward to welcoming you to King's in the weeks ahead, and – if successful – can't wait to work with you in the years to come.

Gareth Doodes

Headmaster and CEO of The King's School, Worcester Foundation



This is a wonderful opportunity to join our friendly Estates Team. I'm looking for someone who is reliable, committed, friendly, courteous and professional to contribute to our busy Department as a minibus driver. You must have a clean driving licence with category D1 and be prepared to undertake further

driver training. The creation of this role is part of the expansion of our school transport network in order to provide reliable pupil transport to and from the King's Schools. You will be based at the Senior School in the centre of Worcester.

I look forward to hearing from you if you think that you fit the profile of this role and are keen to work hard in a fun and vibrant environment.

Adam Winter

Estates Manager



— Inspection Reports and Awards

The King's Foundation was last inspected in October 2017 and achieved a rating of 'excellent' for academic achievement and personal development. The inspectors commented that the quality of pupils' personal development is excellent, adding that pupils are confident and self-assured members of the School community, extremely enthusiastic and purposeful learners, and take great pride in their Schools.

The Schools provide extensive choice of co-curricular activities and the success of pupils in these reflect not only their extensive range of talents but also their commitment to making the most of the opportunities in and beyond the classroom. They do not give up easily and understand that hard work and dedication to the challenges are key factors in promoting their personal development.

The Schools hold a number of recognitions. In 2019 the Senior School was the only school in Worcester to be named in the Top 150 out of 900 independent and state schools in the Parent Power, Sunday Times Schools Guide. In 2019 the School was also awarded The Trinity College Champion Centre status, one of the few schools in the UK awarded this title for their effective and innovative Arts Award programme.

“Pupils achieve highly in both academic and extra-curricular areas and especially so in art, drama, music and sport.”

ISI Report



Location

Worcester is an historic, attractive, well-resourced and safe Cathedral city with good rail communications into Birmingham and London and easy access to the beautiful countryside of the Malvern Hills. The main School site is right beside the majestic Cathedral and just a few paces from all the shops and restaurants. It runs alongside the River Severn, on the other side of which are the School's playing fields of over 50 acres.

Most children attending the School live in or near to Worcester itself but some travel from further afield by bus or train, including as far as South Birmingham, Warwickshire, South East Shropshire, Tewkesbury, Hereford and Leominster.

Home to about 100,000 inhabitants, Worcester is famous for its Three Choirs Festival, the oldest music festival in Europe, and for having one of the youngest universities in the UK, widely respected for its vocational courses. Worcester is a most desirable place in which to live.



History and Campus

There has been a school, or schools, on or near the current Senior School site since the 7th Century. The modern King's is in linear descent from the monastic School which was an integral part of the Benedictine Cathedral monastery until the Dissolution in 1540. Links with the Cathedral have always been strong and remain so today. Originally a boarding and day School for boys only, the Sixth Form has been co-educational for almost 50 years and the School became fully co-educational in 1991. Boarding finished in 1999. The King's St Alban's site was acquired in 1953 and King's Hawford was purchased in 1996.

The Senior School is made up of a variety of buildings displaying the very best of ancient and modern architecture. The Classics Department is housed in the medieval Edgar Tower whilst the striking design of the Michael Baker boathouse won the Royal Institute of British Architects West Midlands Award in 2013. Named after former Headmaster, Tim Keyes, The Keyes Building, which opened in June 2015, incorporates a sports hall and fitness centre, a three-storey indoor climbing wall, dance and drama studios, Sixth Form Centre and extensive teaching facilities.

Junior Schools

King's Hawford and King's St Alban's are very important parts of the King's Foundation and provide the vast majority of pupils at Year 7. The transfer rate from both schools is usually very high.

King's Hawford

King's Hawford, which has a sizeable nursery, was

judged 'outstanding' in all categories in its last full EYFS inspection. Housed in an elegant Georgian building, the school has impressive facilities, including a sports hall (The Barn), music school, dance studio, outdoor learning facilities, double-decker library bus, heated indoor swimming pool and well-equipped specialist teaching facilities for Science, IT and Art. It is set in 23 acres of park land, which run alongside the Droitwich canal and provide excellent space for outdoor learning such as the Forest School.

"King's Hawford is a school where children climb trees and get muddy."

The Good Schools Guide

King's St Alban's

King's St Alban's is set in an idyllic location on the banks of the River Severn in the heart of Worcester, adjacent to King's Senior School and Worcester Cathedral. The bright, welcoming Pre-Prep classrooms complement the Junior School which, though steeped in history, combines up-to-date facilities and technology.

Due to its proximity to the Senior School, King's St Alban's shares the excellent sport, drama and dance facilities based there. Within the Junior School site there is also a 25m indoor heated swimming pool, outdoor play and forest school area, adventure playground and fully equipped science lab and art studio. Some of the original buildings date back to the 1750s and the delightful Chapel has provided a place of worship since 1850.

"Every bit of space is imaginatively used to provide outdoor play and activity spaces".

The Good Schools Guide



Cathedral Links

The School dates its modern origins back to 1541, when Henry VIII established a new Foundation for the Cathedral, to provide education to “Forty boys, poor and destitute of the help of friends, of native genius...and apt to learn.” The Foundation comprised a Dean and Chapter and it re-founded the old school as an integral part of what was known as ‘the College’. The monks’ refectory has been used by the School ever since and is now known as ‘College Hall’. The Undercroft of College Hall has been converted into the Cathedral’s learning centre with the added benefit of a lift into College Hall to broaden access.

Links with the Cathedral remain strong to this day. The most obvious example is the education of choristers, but there are many other examples of collaboration and mutual dependency. For example, the Bishop appoints one, and the Chapter appoints seven Governors of the school, and the Dean is

Governor ex officio. The Senior Leadership Team, the Chaplain of the School and the King’s and Queen’s Scholars are members of the Cathedral and attend a special service of Evensong three times a year. The School uses the Cathedral for a variety of events. There is a number of Cathedral services for the whole School each term and the Cathedral is used for assemblies every Tuesday and Friday, and for School Eucharist every Wednesday. It is also the venue for large-scale events, such as the annual Carol Service and King’s Day when the school assembles in the Cathedral on the last day of the school year. This is a celebration of the School year and an opportunity to wish the leavers well and is an emotional highlight of the year.

The Chapter is also the landlord of College Hall and the School buildings which are part of College Green, although the School has security of tenure.



Life at King's Senior

Academic Life

The Foundation seeks to create an environment that fosters intellectual curiosity that will lead to a lifetime love of learning for every child in the three Schools. The Schools nurture a desire to learn, enabling pupils to achieve remarkable academic success, and this is evident in their outstanding public examination results placing King's as one of the leading independent schools in the region.

The vast majority of leavers go on to Higher Education including a large proportion to Russell Group universities. Over the past four years, 30 pupils have received offers to study at Oxford and Cambridge and every year a significant number receive offers to study Medicine, Dentistry or Veterinary Science.

Pastoral Care

Excellent pastoral care is integral to life at all three Schools in the King's Foundation. The quality of relationships and the focus on every pupil as an individual are key to the warm and supportive atmosphere. This caring approach extends throughout the Foundation and into its engagement with the wider community. The ISI inspectors selected empathy as a quality particularly displayed by King's pupils.

"Children have a real sense of belonging and develop positive self-esteem because staff are kind, reassuring and interested in them. Their efforts and achievements are acknowledged and praised by adults with many opportunities for children to share in each other's successes."

The Good Schools Guide

Co-curricular

At the heart of the King's approach is the desire to instil confidence in children and young people by encouraging them to explore their talents and to take seriously their responsibility to the school community and the wider world. Through a range of exciting and varied opportunities, pupils develop skills and qualities from leadership to empathy to insight and tenacity. The curriculum encourages lifelong interests and healthy creative and fulfilling habits of body and mind. There are some 100 clubs and activities on offer. Pupils at King's are able to learn new skills, embrace fresh challenges and realise their ambitions.



Leadership & Governance

There is one Board of 18 Governors for all three schools in the Foundation chaired by Mr Hugh Carslake. There are currently 16 members. In addition to the two main committees, Finance & General Purposes and Education, the Governors occasionally set up sub-committees to work on specific projects, such as the Appointment Committee for the selection of the Head and Bursar.

There is also a number of management committees such as the Marketing Committee, Common Room Committee, Health and Safety Committee, which meet regularly to consider trends and external forces which might affect the School in the future.

The Headmaster of King's Worcester, Gareth Doodes, is CEO of the Foundation and reports to the Governors. He line manages the Senior School Senior Leadership Team (SLT) as well as of the Heads of King's Hawford and King's St. Alban's. Gareth took up post as Headmaster in September 2020 having served previously as Headmaster of Dover College.

In total, King's Worcester and its Junior Schools employ over 360 people including 145 teachers.



General Purpose

As part of a pool of drivers the school minibuss driver is required to drive set routes, before and after school, to collect and return pupils ranging from Year 3 to Year 13.

Role and Responsibilities

- Conducting routine vehicle checks before departure
- Reporting and logging any faults
- Taking care of pupils, ensuring they are seated comfortably, wearing their seat belts and have their luggage stowed appropriately and safely
- Driving school minibusses safely, legally, and responsibly
- Carrying the school mobile phone for communication with parents when necessary
- Ensuring the minibus is clean and tidy at the end of each shift
- Undertaking the Worcester County Council Minibus Assessment
- Following all King's School policies and procedures, with particular regard to pupil transport
- Undertaking any other duties as reasonably required by the school.

Essential

- Be over 21 years old
- Have a clean, full driving licence with category D1, held for at least 2 years
- Be very reliable
- Have an excellent level of customer service
- Be friendly, approachable, flexible and helpful
- Be able to work unsupervised
- Be able to easily learn routes and pick up points
- Have a willingness to undertake further driver training when required.

Desirable

- Experience in a similar role
- Experience in an independent school environment.

Working hours

- Zero hours contract
- Term time only (36 weeks per year)
- Up to 25hrs per week on a rota basis
- Monday to Friday, 06:30 – 09:00 and 17:00 – 19:00
- £10/hr



Benefits of working at the King's Foundation

- We promote the values of mutual respect and integrity at every level in the Foundation, and we are an equal opportunities employer.
- You will be joining a highly successful, well-resourced School with a warm welcoming atmosphere and a positive outlook.
- Remuneration - A competitive salary that will be commensurate with the importance of the post and with the experience and qualities of the successful candidate
- Pension Scheme - King's offers an enhanced Defined Contribution Pension Scheme for support staff.
- School Fees - There is a generous 50% fee remission for children of employees who attend Schools in the King's Foundation (pro-rata for part time staff).
- Development - You can look forward to a genuinely rewarding role as well as career development and support for professional studies, if appropriate. Whatever the role we offer excellent training and development. We are also committed to promoting from within whenever we can, giving the chance to build a great future at King's.
- Wellbeing - Employees have access to the School's outstanding sports facilities including the gym and swimming pool at agreed times.
- Private Medical Insurance - staff are able to purchase private medical insurance through the school in order to benefit from group premium rates.
- Lunch is provided for employees during the school day.
- Flu vaccination is offered.
- Yoga and Pilates classes available.
- Use of School library books and DVD's.
- Complimentary tickets offered for some local events i.e. sports matches, theatre tickets.
- Free access to Employee Assistance Programme.



Application Process

All applications will be acknowledged. The closing date for this post is **10am Friday 17th September**. All applicants will be notified after the closing date whether or not they have been invited to an interview. Successful applicants will be advised of the date and time of the interview. References will normally be taken up prior to interview and candidates should be aware that referees will be asked to comment on a candidate's disciplinary record and whether or not the candidate has been subject to any child protection concerns. Qualification certificates (originals not copies) will be required at interview, as will proof of identity.

Candidates unsuccessful at interview will receive written notification.

The School is required to ensure that the successful candidate is checked by the Disclosure and Barring Service. Details of the School's policies on safeguarding and promoting the welfare of children as well as equal opportunities are available on request. References will be obtained and verified prior to the appointment being confirmed.

How to apply

Candidates should complete the Support Staff application form available on the careers page of the School website www.ksw.org.uk/careers and email it to The HR Department at hradmin@ksw.org.uk together, with a covering letter, detailing your relevant experience, how you would intend to meet the challenges of the role and the particular qualities and strengths which you would hope to bring to the post.

Please also include a separate CV in addition to your application form.

Closing date for applications: **10am Friday 17th September**

Interview dates: **TBC**

Start date: **ASAP**

The King's Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.

