

Abbeyfield School

Ambitious to Achieve

Minibus Driver

Our Values

Creativity

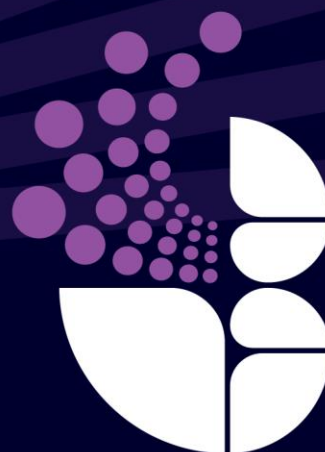
Honesty

Independence

Resilience

Respect

Responsibility



**ABBNEYFIELD
SCHOOL**
*Creative
Education
Trust*

Dear Colleague

Thank you for your interest in the post of Minibus Driver here at Abbeyfield School.

We seek to employ a reliable driver for our Football Academy course.

We are affiliated to Crystal Palace Football Club; this job would suit anyone with a love of football and who can be a positive role model - someone who is looking to help make a difference to pupils lives. You must be reliable and a good timekeeper - we cannot let our students down.

We require a driver for 20 hours per week. You will start from September 2 2024.

You will collect pupils each morning (Monday to Friday) from pick up points at 7am and drop them into school for an 8.45am start. You will then return the players to the drop off points from 3.15pm.

On a Wednesday, players have fixtures, you would take them to these and then drop them to the pick-up points.

We, like all schools in the Creative Education Trust, pursue a rigorous and continuous programme of educational improvement. This is alongside an aim to provide students with a rich programme of extra-curricular activities. Abbeyfield offers a varied diet of curriculum and enrichment opportunities and students benefit from Trust organised events such as the key concept launch days, debate and essay writing competitions. We also have our annual days of Shakespeare performance which are a visible example of the impact we can have on students' creativity. We are often the host school for these events to allow students from all trust schools to work in a professional theatre space. We are always keen to expand further on the opportunities we provide for students to develop their creativity, resilience and independence.

We believe Abbeyfield is a very special place to work and we are excited about the future. If you are passionate about what we are trying to achieve and you feel you can make a real difference in this role then I look forward to receiving your application.

You may ring me for an informal conversation on: 07842 434021.

Kind Regards,

Fiona Aris, Principal

#teamabbeyfield

You can find out more at:
www.creativeeducationtrust.org.uk

ABOUT CREATIVE EDUCATION TRUST



Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.



Our Mission

To give every child in our schools the best possible start in life through excellent education and wide-ranging co-curricular opportunities

Our Vision

To send out into the world educated, creative, confident and responsible young people, who can succeed in their ambitions and make their communities better places

Our Values

Ambition

We are ambitious in everything because only the best will do

Excellence

We do not stop at 'good enough'

Creativity

We connect our knowledge in innovative ways

Resilience

When the going gets hard, we up our game and reach our goal

Inclusion

Every child and every colleague matters – we will work for and with them all

Respect

We value the ideas of others and make sure all voices are heard

You can find out more at:

www.creativeeducationtrust.org.uk

ABOUT ABBNEYFIELD SCHOOL



We are a popular and oversubscribed mixed secondary school, catering for children between the ages of 11 and 18 years located in Northampton.

Since September 2012 we have been part of the Creative Education Trust. This has enabled the school to rigorously pursue rapid improvement for the children we teach.

The school boasts outstanding facilities in a modern well-kept stimulating environment.

Our facilities include:

- Sports fields, netball courts, basketball courts, a gym and full size sports hall
- Use of Goals, a purpose built 5-a-side football venue
- Fitness Suite with sound system
- Dance studios with sound system and mirrored walls
- Super Learning Centre providing the opportunity for collaborative teaching and learning
- Science Lecture Theatre for demonstrations or large group activities
- Professional 280 seat Theatre complete with tiered seating
- Interactive whiteboards in every classroom
- Modern, glass fronted, open-plan learning resource centre
- Accommodation available for staff with a number of ensuite rooms



“Pupils are happy at school and say that they feel safe. The school environment is calm and orderly. Pupils behave well. They are polite and courteous. Occurrences of bullying are rare.”

Ofsted September 2021

To see full details of the school performance data please visit:

<https://www.compare-school-performance.service.gov.uk/school/139068/Abbeyfield-academy>

SUPPORT FOR OUR STAFF

We are committed to providing our staff with the highest quality support and challenge to ensure that we excel and give our students the opportunities and provision they deserve. Senior leaders are encouraged where possible to sit on the academy council of another CET school which is a very valuable experience.

Each of the Creative Education Trust's schools benefits from a comprehensive programme of support and challenge, including working with former HMIs.

Creative Education Trust places a strong emphasis on CPD for teachers and for senior and middle leaders. They run a regular programme of training events to improve teaching performance and also provide focused management development and one-to-one coaching opportunities. There is an active cross-trust group on the Teaching Leaders programme and use Future Leaders and Teach First extensively.

The school is supported by an experienced Head Office team, who are available to advise on financial planning, audit, HR, legal and property matters either directly or by referral to our professional advisors.

There are also a number of cross-group, phase leader and year-specific forums to facilitate collaboration across the schools.



You can find out more at:
www.creativeeducationtrust.org.uk

MINIBUS DRIVER JOB DESCRIPTION

LOCATION

Abbeyfield School, Northampton

SALARY

Grade D, Points 3 – 4
Actual Salary £11.79 per hour
38 weeks – term time only
Fixed Term/Casual until July 2025

Approximate times required.

06:30 – 09:00 and 15:25 – 17:25
(this may vary dependant on pick up points and traffic)
Job share considered.

THE ROLE

To drive the school minibus in a responsible and competent manner, ensuring the safety of the passengers, other road users, members of the public and yourself as driver at all times.

The primary purpose of this role is to transport students to and from school from various locations across Northamptonshire.

Flexibility to drive for fixtures/trips with advance notice during the school day would be an additional benefit, however this is optional.

REPORTING LINES

The post will report to the Vice Principal/HR.

AREAS OF RESPONSIBILITY

- Drive the school minibus as directed in line with the Minibus Policy and Health and Safety Policy.
- Responsible for the safety, comfort and welfare of students whilst using the minibus.
- Carry out driver daily vehicle checks and carry out basic maintenance of the vehicle for example, topping up oil, making changes to tyre pressures, changing wiper blades etc.
- Report any vehicle defect, faults, incidents and accidents in a timely manner.
- Be responsible for the cleanliness of the vehicle, inside and out, ensuring the vehicle is in a clean and roadworthy condition before and after use.
- Refuel vehicle as required.
- Ensure journeys and routes are appropriately planned to reach destinations.
- Communicate journey details with relevant colleagues/parents/carers as and when required.
- Report any anticipated delays to the school office as appropriate.
- Maintain accurate records of vehicle usage.
- Maintain accurate records of the children using the service each day.

You can find out more at:

www.creativeeducationtrust.org.uk

- Maintain and help to promote a good school image.
 - Work within health and safety guidelines and other guidelines that may be issued from time to time.
 - Work within the constraint and guidelines set out in the school handbook.
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OTHER DUTIES

- Attend relevant training courses as identified and agreed. This will include Minibus Driver Awareness Scheme (MiDAS) training.
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STUDENT WELFARE

- Proactively promote an atmosphere of respect, recognition, celebration and mutual support in the school.
 - Maintain an environment which feels safe and enables students to report any concerns or complaints.
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PARTNERSHIPS AND PROMOTION OF THE SCHOOL

- Support partnership working, particularly with sister schools within Creative Education Trust, to ensure that this is a strength of the school and enhances the opportunities available to students.
 - Where possible actively support and establish links with other learning establishments and employers and training providers to maximise opportunity for students.
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SCHOOL ETHOS AND COMMUNITY

- Support the school in achieving the British values of diversity, dignity and equality in all aspects of service delivery and engagement with the broader community.
 - Actively support a culture where all members of the school community respect others and their physical surroundings.
 - Support the personal development of students and contribute to maintaining a caring climate in which self-confidence, self-respect and social responsibility are encouraged.
 - Contribute to the wider life of the school.
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SUPPORTING THE WORK OF CREATIVE EDUCATION TRUST

- Contribute to collaborative work across Creative Education Trust schools participating in trust-wide work and projects.
- Participate in Creative Education Trust and sector-wide activities in order to share best practice
- Undertake any other reasonable duties deemed appropriate to the role

The post holder must adhere to and ensure compliance with the School's Child Protection

Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the School's Child Protection Team.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks will be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.



PERSON SEPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Hold a current, clean and valid driving licence D1 unrestricted or PSV licence. • Individual consideration will be given to licence holders with 3 points or less on their driving licence. • Over 25 years of age • Minimum held driving licence for 2 years 	<ul style="list-style-type: none"> • MIDAS trained • PCV licence holder
EXPERIENCE	<ul style="list-style-type: none"> • Experience of planning routes and journeys • Reasonable and confident driving experience 	<ul style="list-style-type: none"> • Experience of driving a minibus • Experience of working with children in a school environment
SKILLS	<ul style="list-style-type: none"> • Pleasant and approachable personality with ability to communicate with students, colleagues, parents and outside agencies. • Responsible, reliable, honest and trustworthy with the ability to maintain confidentiality. • Ability to work on own initiative and as part of a team. • Flexible approach to working arrangements. • Willing to undertake training as appropriate. • Capable of maintaining accurate vehicle and user records. • Competent to undertake daily vehicle checks and carry out basic maintenance. 	
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> • A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity 	
SAFEGUARDING	<ul style="list-style-type: none"> • A thorough understanding of up-to-date safeguarding requirements and best practice • Candidates must be able to undergo successful checks in line with standards for 'Safeguarding Children and Safer Recruitment in Education'. Appropriate and relevant references will be checked • Candidates must demonstrate and understanding and acknowledgement of the individual's responsibility for promoting and safeguarding the welfare of children and young people 	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.

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