

## **Part Time School Driver (Permanent Contract) Estates & Facilities Department**

Whitgift is one of Britain's leading independent boarding and day schools for boys aged between 10 and 18 years, with approximately 1550 pupils including over one hundred boarding or flexi-boarding pupils. It was founded in 1596 by Elizabeth I's last Archbishop of Canterbury, John Whitgift, and is the oldest school in Croydon. Whitgift enjoys facilities of outstanding quality, amongst the best available nationally, in a beautiful parkland estate in South Croydon with excellent links to London, Surrey and the south coast.

We are seeking to appoint on a term-time or term-time job-share basis a minibus driver to transport students between designated pick-up points and the School, on specified routes, and on school trips as agreed. You must be over 21 and have a minimum of two years of driving experience and be able to work from 6.00 am to 8.00 am and from 5.00 pm to 7.00 pm, Monday – Friday during term time only (unless job sharing). Initially you may not be required for all of these hours, but the commitment will probably increase and additional hours may be available on occasion (by mutual agreement) on an hourly paid basis. Initial hours will be confirmed upon appointment.

### **OUTLINE OF POST:**

We are looking for a responsible and reliable school bus driver to transport students to and from school following a scheduled route and to and from extracurricular events, whilst ensuring their safety. The school bus driver's responsibilities include ensuring proper vehicle maintenance, observing safety and traffic rules, and maintaining order amongst students while they are on the bus.

To be successful as a school bus driver you should enjoy working with children and strictly observe passenger transport regulations. Ultimately, a top-notch school bus driver should be meticulous when it comes to vehicle inspections and regard passenger safety as the highest priority.

### **MAIN DUTIES AND RESPONSIBILITIES:**

- Transport children and other passengers to and from school and on school trips.
- Attentive to traffic and weather conditions and ensuring passenger safety.
- Obey all traffic laws to ensure students arrive to their destination safely.
- Follow the planned route and schedule for departure times and stops.
- Inspect the vehicle for safety and any damage before and after every journey.
- Maintain a clean and mechanically sound bus at all times.
- Ensure the safety of all students when entering and leaving the bus.
- Enforcing conduct and safety rules on the bus.
- Assist students with getting on and off the bus as needed.
- Engage with students as they enter and leave the bus.
- Ensure the correct operation of the Bus Tracker system to ensure that all passengers book on and that the system is correctly providing the bus tracker service. Training on Bus Tracker will be provided.
- Monitoring and reporting fuel consumption, mileage, and passenger numbers.
- Reporting delays, accidents, and emergencies.
- Responding to emergency and non-emergency situations.
- Assisting with the loading and unloading of the bus when required.

## PERSONAL RESPONSIBILITIES

To carry out the duties and responsibilities of the post, in accordance with the School's Health and Safety Policy and relevant Health and Safety Legislation.

The Whitgift Foundation is committed to safeguarding and promoting the welfare of young and elderly people in their care and expects all staff and volunteers to share this commitment.

## PERFORMANCE STANDARDS

To ensure that all services within the areas of responsibility are provided in accordance with the School's commitment to high quality service provision.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

## PERSON SPECIFICATION:

### Essential

- Commercial Driver's License (PCV licence category D1)
- Over 21
- Minimum of two years' driving experience
- Ability to carry out assigned route on time
- Patient and attentive and have excellent decision-making skills to make fast decisions in a high-stress environment

### Desirable

- Proven work experience as a School Bus Driver or similar role
- Two or more years of experience working with children
- Clean driving record with no at-fault accidents or traffic citations within the last five years
- UK Driving Licence
- Driver Certificate of Professional Competence (CPC)
- Knowledge of basic vehicle checks and maintenance

## FURTHER INFORMATION

All of our staff benefit from a competitive remuneration package, including:

- 25 days' holiday to be taken during school closure periods, pro rata for term-time positions
- Membership of a generous money purchase pension scheme for all support staff which includes 3 x salary life assurance cover
- Free access to an Employee discount Club, which offers discounted rates on a range of products and services, including insurance, holidays and travel, fashion and retail

- Discounted school fees for permanent staff working at, or for, the Foundation Schools
- Membership of the Bupa Cash Plan, which gives financial support towards annual optical and dental costs, various therapies and consultations, as well as an EAP service which offers a counselling service and other advice on a wide range of topics.
- A range of family-friendly benefits including enhanced maternity pay and childcare vouchers
- Access to our sports facilities
- Season ticket loan
- Onsite parking, when available
- Lunch is available onsite during term time

## CONDITIONS OF SERVICE

This position is offered as a permanent, term-time, part-time contract. Job share may be possible.

The School Driver will ultimately work 5 days per week. The standard hours are 6am to 8am and 5pm to 7pm (20 hours per week). There will be an occasional requirement for flexibility with start and finishing times to meet the needs of the school. Any changes will be mutually agreed in advance with your line manager. At the outset you may not be required for all of these hours, but the commitment will probably increase and initial hours will be confirmed upon appointment.

Additional hours may be available on occasion (by mutual agreement) on an hourly paid basis.

The salary for this post will be £13.31 per hour.

We welcome applications from all parts of our community as we aspire to attract staff that match the social and cultural diversity of our student intake.

To apply, please visit [www.whitgift.co.uk/vacancies](http://www.whitgift.co.uk/vacancies). For any queries, please telephone 020 8688 9222 or e-mail the Human Resources Department at [SchoolHR@whitgift.co.uk](mailto:SchoolHR@whitgift.co.uk).

Applications will be reviewed daily, and interviews may take place at any time. We therefore invite interested candidates to apply as soon as possible.

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British Nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents as detailed on their application.

***Whitgift School (part of the John Whitgift Foundation) is committed to safeguarding and promoting the welfare of young people. Applicants must be willing to undergo child protection screening including checks with past employers, the Disclosure & Barring Service and on-line checks (including personal, professional and other online activities).***

*June 2024*