

Job Description

Minibus Driver

Sherborne Preparatory School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Sherborne Prep School is a leading independent Prep School set within 16 acres in the town of Sherborne, Dorset and known for believing in children being children, encouraging inquisitiveness and curiosity and living the school values.

Job Title: **MINIBUS DRIVER**
(Sherborne – Crewkerne – Sherborne)*
 *route may vary according to pupil numbers and School requirements

Location: Based at Sherborne Prep School

Line Manager: Bursar (Sherborne Prep)

Hours of Work: **13.5 hours per week during term time only (33 weeks per year) to include:**
 9 x 1.5 hour runs per week as per the below schedule (allowing for travel from Sherborne to first collection/drop-off point, stops on route and handover of keys)

| Route 3 | Mon | Tues | Wed | Thurs | Fri | Sat |
|---|-----|------|-----|-------|-----|-----|
| Mornings (x 1.5 hours) Pupils to arrive in Sherborne by 8am | Yes | Yes | Yes | Yes | Yes | No |
| Afternoons (x 1.5 Hours) Leaving at 5pm | Yes | Yes | | Yes | Yes | |

Some flexibility will be required on occasion to meet the demands of the post.

Salary: £6,842.04 per annum (£13.13 per hour), which includes payment for 33 working weeks and 5.6 weeks paid holiday entitlement. Salaries are paid monthly in arrears on the last banking day of the month directly into nominated bank account.

No overtime may be claimed, either by payment or time in-lieu unless agreed and approved in advance, by the Assistant Bursar.

Holidays: Other than INSET days, School holiday period can be taken as holiday. Holiday cannot be taken during Sherborne Preparatory School term time. Attendance will be required on Bank Holidays that fall during term time.

Pension: The post-holder will be able to join the Sherborne School Support Staff Pension Scheme on the first day of the month after completion of two months service. Where eligible the post-holder will be auto-enrolled into the Pension Scheme as per current legislation; further details may be obtained from the Director of Human Resources (Bursary).

Probationary Period: In accordance with School policy, all appointments are subject to a six-month probationary period.

Medical Self

Declaration: Any offer of appointment will be conditional upon the provision of a self-declaration of physical and mental fitness to discharge the responsibilities of the role.

**DBS Disclosure
(Police Check)/**

References: As Sherborne Preparatory School is registered to ask 'exempted questions' under the Rehabilitation of Offenders Act 1974, successful applicants will be subject to receipt of a satisfactory criminal record check from the Disclosure and Barring Service (a "Disclosure") before the appointment is confirmed. This will include details of cautions, reprimands or final warnings. This post is also subject to receipt of two satisfactory written references, one of which must be your current/last employer.

**Post-holder's
Responsibility:**

You share with all School staff the responsibility to promote and safeguard the welfare of children and young people for whom you are responsible, or with whom you come into contact. In doing so, you are expected at all times to adhere to and ensure compliance with the School's Safeguarding Policy. If you become aware of any actual or potential risks to the safety or welfare of children in the School, you must report any concerns to the School's Designated Safeguarding Lead (Child Protection Officer).

MAIN DUTIES & RESPONSIBILITIES:

- Transporting school children on one of the school routes as per the above schedule.
- Operating the minibus or 7-seater car in a safe, competent and professional manner, ensuring pupils' health and safety, comfort and welfare when loading, travelling and unloading, including the use of seat belts and safe vehicle manoeuvring.
- Carry out all daily pre-driving vehicle checks and maintenance to ensure the School's three minibuses and 7-seater car are in a roadworthy condition and ensure journey details are recorded in accordance with policy.
- Report any vehicle faults, defects, incidents and accidents as soon as possible.
- Communicating to the Assistant Bursar any problems regarding pick-ups and drop-offs.
- Maintaining registers of those that have used the service and submitting to the Bursary/School office for billing purposes.
- To ensure the School's three minibuses and 7-seater car are kept clean, tidy and refuelled as required.
- To comply with all school driving policies.
- To maintain a full, clean driving licence at category D1.

PERSON SPECIFICATION

- Reliable and honest.
- Clear communication skills and ability to appropriately control transported children.
- Carry out the task in accordance with the direction and a cheerful and flexible 'can do' attitude.
- Have excellent customer service skills and be of smart appearance as representing the school in a front of house role.
- Hold a clean driving licence at category D1.
- Have a minimum of 5 years of driving experience.

The post holder will:

- Report for work each day punctually and reliably, with the flexibility to meet the needs of the School when required.
- Comply with School Policies and Procedures (to include the appropriate use of incident and damage reporting, Equal Opportunities etc.)
- Have an awareness of and display commitment to the relevant legislation and guidance in working practices in relation to the safeguarding of children and young people.
- Attend training sessions arranged by the School.

Training Requirement for a Minibus Driver – this list is not exhaustive, and the post holder may be required to undertake other training as required by the School

| Training | To be completed by | Frequency of training |
|--|----------------------------------|------------------------------|
| Safeguarding (Child Protection) and Prevent Training | On commencement of employment | As required |
| Minibus Driver Assessment / Training | Before commencing driving duties | As required |
| Induction Training with Line Manager | Within first week of employment | |
| Fire Marshal | Within first week of employment | As required |
| Manual Handling | Within first week of employment | As required |
| Emergency First Aid | Voluntary | As required |

METHOD OF APPLICATION

A letter of application expressing their interest and outlining suitability for the role, should be sent to the Recruitment Manager, Miss Emily Old.

It should contain the details of two referees, one of which is expected to be internal but must not include the Assistant Bursar.

In the event of any queries please contact: **Miss Emily Old, Recruitment Manager**
Human Resources
Sherborne School
Tel: 01935 810502
Email: hr@sherborne.org

Closing date for applications: 9.30am – Wednesday 30 October 2024

Interviews likely to take place: Thursday 7 November 2024

PLEASE INDICATE ON YOUR APPLICATION IF YOU ARE UNABLE TO ATTEND INTERVIEW DURING THIS TIME

Anticipated start date: ASAP