



## **MINIBUS DRIVER AD HOC/FLEXIBLE HOURS**

Epsom College is an independent co-educational day and boarding school with approximately 1100 pupils. It is set in an attractive campus of some 72 acres and is located approximately one mile south of Epsom Town. It is a busy community with many fine facilities.

There are a large number of activities, including sporting fixtures, which the pupils attend off the main school campus. An additional driver/s is required to transport pupils to and from these activities during term time.

The driver will need to be smart, clean and presentable and possess a clean, valid driving licence. There are flexible working hours dependent on activities and fixtures on an ad-hoc basis. This may also include some pre-arranged weekend work.

**Reporting to:** Transport Manager and ultimately responsible to the Bursar.

### **Duties**

The range of duties include:

- visually checking the minibus prior to the start of the journey - e.g., all tyres are adequately inflated and there is sufficient fuel;
- driving the vehicle safely, with due care and attention to the traffic regulations, thus ensuring the safety of the pupils and staff on board at all times;
- liaising with the relevant member of academic staff to establish correct timings and pupil numbers;
- transporting senior pupils, unsupervised, to and from pre-arranged locations;
- transporting junior pupils with additional staff supervision, to and from pre-arranged locations
- reporting any concerns with the vehicle to the appropriate member of staff;
- other reasonable duties expected of a mini-bus driver;
- To undertake duties in accordance with safeguarding procedures and protocols;
- being aware and comply with child protection procedures when working with young people.

**Epsom College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment including regular training attendance.**

### **Essential Criteria**

- Valid and “clean” driving licence at the category D1 to drive minibuses and school vehicles in the UK;
- Medically fit to drive minibuses and other school vehicles;
- Ability to maintain accurate vehicle records;
- Ability to comply with health and safety requirements and knowledge of safety to ensure vehicles are road worthy;
- Experience of driving minibuses/large vehicles;
- Ability to work with minimal supervision and to specific timescales, but also an ability to work as part of a team and to form professional relationships with other colleagues;
- Be reliable, punctual and smart appearance;
- Be adaptable and flexible in approach and professional at all times;
- Appreciation of young people in a school environment;
- An appreciation and commitment to safeguarding protocols within a school environment.

### **Desirable Criteria**

- Experience of working within a school environment;
- Local and surrounding areas road knowledge.

The selection panel reserves the right to enhance the desirable criteria to attain a manageable field.

### **Terms and Conditions**

**Salary:** £12.68 per hour plus holiday pay and paid monthly in arrears on 25th of the month via approved timesheet.

**Hours:** No guaranteed hours of working. Flexible hours, agreed on an ad-hoc basis and paid as worked. This may include some pre-agreed weekend work.

**Holidays:** In addition to the hourly rate above, holiday entitlement is calculated on a monthly basis based on the hours you have worked and have submitted for payment. The calculation is 12.07% of the hourly rate for each hour worked and the amount of holiday pay paid to you for that month will be itemised on the payslip as "holiday pay".

**Pension:** The College operates the Epsom College Automatic Enrolment Scheme. The Scheme is administered by the Pensions Trust. Eligibility is based on statutory criteria. If eligible, the Employee will be required to contribute a minimum of 5% of Basic Salary and the College will contribute 4% in compliance with current legislation

### **Employee Benefits include:**

**Life Assurance:** Members who are automatically enrolled or who choose to opt into the College Pension Scheme will be provided with life assurance cover at two x contractual annual basic salary subject to scheme rules.

**Health Fitness and Wellbeing:** Free use of Fitness suite and swimming pool are available to staff at certain times.

**Cycle to Work:** subject to qualifying conditions, the College offers a cycle to work loan scheme.

**Parking:** Free car parking for staff is available on campus.

**Computer Loan:** subject to qualifying conditions, the College offers a computer loan scheme.

**Free refreshments:** Free refreshments available when on site.

**Health Care Plan:** Offered to staff subject to qualifying conditions.

**School Fee Discount:** Generous school fee discount available subject to qualifying conditions.

**Offer of Post:** In compliance with statutory safer recruitment regulations, the post will be offered subject to receipt of satisfactory written references, pre-placement medical assessment, proof of appropriate qualifications, and satisfactory Enhanced Disclosure from the Disclosure and Barring Service and overseas police check if appropriate, as well as confirmation that the successful candidate is able to work in the UK. In addition, prior to interview an online search of internet search engines, websites and other publicly available and publicly accessible platforms to ascertain applicant's suitability to work within a school environment will be undertaken on applicants who have been shortlisted. Please note whilst the Enhanced DBS check will be paid by the College if an overseas police check is required it will be at the cost of the successful applicant

### **Application**

In compliance with statutory safer recruitment regulations, applicants are required to complete the Application for Employment Form available from our website [www.epsomcollege.org.uk](http://www.epsomcollege.org.uk). To comply with safeguarding procedures when working in a school, CVs cannot be accepted. Applicants should refer to the Recruitment, Selection and Disclosure policy on the College website.

Applications will be assessed in order of receipt and interviews may occur at any stage after applications are received. Please apply as soon as possible.

*This post is exempt from the Rehabilitation of Offenders Act and as part of the selection process an enhanced check by the Disclosure and Barring Service will be required. Epsom College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment*