



HOE BRIDGE SCHOOL

MINIBUS DRIVER
SEPTEMBER 2024



OUR SCHOOL

Hoe Bridge is a thriving independent school for girls and boys aged 2 to 16 and is entering the most exciting phase in the school's history with the onset of our new senior school. Recognising the pressing need for an independent senior school in Woking, we have established 'Hoe Bridge Senior School'. This ensures that children will continue to benefit from our outstanding education right through to GCSE and their choice of further education or career all within an easy reach of home.

Our ethos of high expectations, individual determination, enthusiasm, respect, warmth and care lead to happy, confident and successful children. The community of children, parents, staff and governors thrive on the mutual respect and support embodied in our ethos. Expectations are high and pupils' achievements are measured against these expectations, but equally importantly against their own individual potential. Individual efforts are rewarded and recognised, no matter what the level or the subject and as a community everyone celebrates these successes. Throughout the years, inspiration, care and leadership come from both staff and children alike and ensure the community is vibrant and dynamic.

Our school was awarded a grade of 'excellent' during our last inspection in 2023, something that both the girls and boys, staff and parents are extremely proud of. The atmosphere of every school is unique and the

strength and attraction of Hoe Bridge lies in the atmosphere generated by the staff and pupils. Standards and targets are realistic, though set as high as possible, the bright are challenged and the less able supported; the staff endeavour to instil confidence in all the children and visitors are always amazed to see just how happy the children are, how determined they are to succeed and how much they care about each other. "A busy and fun action packed adventure" is one way life at Hoe Bridge has been described, what a great and accurate description! There is never a dull moment nor is there time to be bored and the children are proud to call Hoe Bridge their school.

The provision of cutting-edge pastoral care is at the heart of Hoe Bridge. There is a genuine commitment to and care for each member of the community and the happiness of every child is central to this. The School provides children with a safe and happy learning environment in which they can enjoy building friendships for life and developing their innate creativity, curiosity and confidence within the framework of our pastoral values.

The School has an extremely good reputation not just in the local area but county wide as well. There is a real energy throughout to preserve the family atmosphere, to constantly strive to improve results and explore all the possibilities available to enrich both the School and the lives of the children.



OUR MISSION

To inspire in children a passion for lifelong learning, where an exceptional education, beyond factual learning, fosters unique life skills, creativity, knowledge and wellbeing.

VISION

A dynamic school community where everyone is encouraged to achieve their true potential through a broad, challenging and diverse curriculum. We enable and foster a passion for lifelong learning, whilst embracing and valuing individuality within the school community and wider society.

RATIONALE

To shape future citizens who have the academic, personal and social skills to make informed choices as well as being empathetic, resilient and responsible members of society fully embracing British values.

A dedicated, caring and well qualified staff provide a varied curriculum, within and beyond the classroom, giving opportunities and challenging abilities to develop independent thinking young people. An engaging, broad, progressive education based on Christian principles and enriched with stimulating and varied opportunities to develop creativity, curiosity and innovation.

ETHOS & AIMS

Happiness ● Confidence ● Achievement

It is the School's stated aim to appoint and retain well-qualified, experienced and talented staff who will inspire excellence and discover talents in every child.



AGES 2 TO 16



WRAPAROUND CARE
7:30am TO 6:30pm



SET IN
22 ACRES



NEW PERFORMING
ARTS CENTRE





THE ROLE

We are seeking a friendly and dependable person to join our Transport Team as a part-time school minibus driver. In this role, you'll be responsible for safely transporting pupils to and from Hoe Bridge. We currently run several bus routes in the mornings and afternoons, with plans to expand these routes in 2025. The post is accountable to the Transport Manager.

Hoe Bridge staff are accountable for achieving the highest possible standards in work and conduct. They act with honesty and integrity.

Key Responsibilities:

- To drive a minibus carrying pupils of Hoe Bridge School
- Liaise with the pupils, their parents and the School staff, working together with one other minibus driver
- Responsible for safety of pupils whilst on the minibus
- Make visual safety checks of the minibus before each journey including tyres, fuel, oil and fluid levels and for general cleanliness and lost property. To report any issues or findings to the Facilities Manager
- Driving the minibus safely, with due care and attention to the traffic regulations, thus ensuring the safety of the pupils on board at all times
- To pass a Minibus Driving Assessment Test

Person Specification:

We are looking for a person who in interview and by virtue of their qualifications and experience best demonstrates that he/she:

- Has a clean driving licence with a D1 entitlement
- Is suitably qualified for the responsibilities of the post
- Has previous experience in a similar role and has experience of working in a school environment
- Has a good knowledge of the local area
- Has experience of driving a minibus
- Is presentable and will act as an ambassador for the School
- Has the ability to fulfil the responsibilities of the post with energy, enthusiasm and excellence
- Has strong interpersonal and communication skills
- Has an organised approach and excellent time management skills
- Has a sense of humour
- Has an exemplary attendance record in both present and previous employment
- Has confidence and calmness when dealing with challenging situations
- Has the ability to work as part of a team

Please note that this is illustrative of the general nature and level of responsibility of the role. This is not a comprehensive list of all tasks that the post holder will carry out and they will be required to carry out other duties appropriate to the level of the role.





WORKING AT HOE BRIDGE

REMUNERATION & HOURS OF EMPLOYMENT

The salary is an hourly rate of between £13.00 and £13.50. This is a part-time role working the hours of 6.45 am to 8.45 am and 4.15 pm to 6.15 pm, Monday to Friday, term time only. The occasional overtime may be available for school trips and sports fixtures. The post is subject to the agreed terms and conditions as laid out in the letter of appointment and subsequent individual contract. All appointments are probationary for a period of one term.

EXPERIENCE

Applicants would benefit from having previous experience in a similar role and working in a school environment, a good knowledge of the local area and experience of driving a minibus.

CAREER DEVELOPMENT

This is an important position with an attractive salary and will afford the successful candidate the opportunity to work in an innovative, caring, skilled and committed team. This post would be an appropriate stepping stone for one who aspires to take on further responsibility in the future.

STAFF BENEFITS

All Hoe Bridge staff receive the following benefits in line with their employment status: concession on school fees, pension scheme, free parking on site, free lunches and refreshments during term time, free wrap around care for staff children whilst their

parents are on duty and working at school, termly celebration events and the opportunity for paid work at our Holiday Camps with concession on camp fees.

All staff are expected to set a good example to pupils and should dress appropriately at all times. A uniform is provided which must be worn during working hours to ensure that staff are recognisable to pupils, parents and visitors and present an appropriate image of the school.





HOW TO APPLY

The closing date for applications is 9.00 am on Friday 11 October 2014. Following a meeting of the Selection Committee, successful candidates will then be invited for interview.

All applications must be made online via the school website. In the 'Suitability' section of your application, please give your reasons for applying for this post and state why you believe you are suitable for the position. Study the job description and person specification and describe any experience and skills you have gained in other roles or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. All applications will receive a response confirming receipt and applicants selected for interview will be informed shortly after the closing date.

For all applications, references will be sort before candidates are invited for interview and as part of our shortlisting process, all applicants, regardless of the role being applied for, will be subject to an online search as part of our due diligence on shortlisted candidates. You are encouraged to read our Safer Recruitment Policy and Safeguarding Policy for further details before completing your application, both of which are available on our [website](#). Candidates selected for shortlist interviews will be required to bring to interview proof of ID, qualifications and their right to work in the UK. The post is subject to the agreed terms and conditions as

laid out in the letter of appointment and subsequent individual contract. All appointments are probationary for a period of two terms.

The School is committed to being an equal opportunities employer. To enable us to make any reasonable adjustments, please let us know at the application stage if you have any special requirements. The offer of appointment at Hoe Bridge School is conditional upon the provision of a self-declaration of physical and mental fitness to discharge the responsibilities of the post.

This role will involve contact with children. Hoe Bridge School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants are required to declare any criminal convictions, cautions or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Services. The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are 'spent' unless they are 'protected' under the DBS filtering rules) in order to assess their suitability to work with children.

Applications will be considered as they are received and the School reserves the right to appoint at any time during the application process.





HOE BRIDGE SCHOOL
HAPPINESS • CONFIDENCE • ACHIEVEMENT

GIRLS & BOYS - 2 TO 16 YEARS OLD