



Mill Hill

Instilling values, inspiring minds

Grimsdell | Belmont | Mill Hill School | Mill Hill International | Cobham Hall

Minibus Driver Candidate Information Pack

INTRODUCTION

We will be operating a minibus services to and from our School's from the beginning of September 2022. Drivers will be trained on specific routes and will be deployed as required by the Foundation; however, we aim for a high degree of consistency on bus routes so that drivers get to know their passengers and vice-versa.

Training provided - Minibus Driver Awareness Scheme and First Aid

Closing date for applications: 9.00am on Tuesday 31 May 2022.

Key facts about the role:

Contract Type

PART-TIME - TERM TIME
(33 WEEKS)

Salary

£12.50 PER HOUR

Pension

CONTRIBUTORY STAKE-
HOLDER PENSION SCHEME

Hours

MONDAY - FRIDAY
06:30-8.30 AND 16.00-18:00
WITH POTENTIAL FOR
ADDITIONAL HOURS TO
COVER SCHOOL TRIPS E.G.,
SPORTING FIXTURES AND
TRIPS OUT DURING THE DAY,
EVENING AND WEEKENDS.

THE FOUNDATION

The Mill Hill School Foundation Ethos

The Mill Hill School Foundation educates boys and girls from 3–18, seeking to equip them for life, both now and in the future.

Our stimulating academic environment and numerous activities outside the classroom encourage learning and personal growth. We are committed to the development of every pupil and believe that our friendly and supportive community helps this to happen. We seek as a Foundation to instil a love for learning which will last a life time whilst balancing this with a readiness to embrace change.



JOB DESCRIPTION

Responsible for the safety, comfort and welfare of the children.

- Collect and drop pupils at designated points on our minibus route
- Carry out driver's daily and weekly vehicle checks
- Report any vehicle defects, faults, incidents and accidents to the transport manager
- Be responsible for the cleanliness of vehicles, inside and out and ensuring the vehicle is in a clean and roadworthy condition before and after use
- Refuel vehicles as and when required
- Maintain accurate records of vehicle usage
- Maintain accurate records of the children using the service each day
- 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
- Plan alternative road routes to and from school when necessary and keeping parents informed of any changes

PERSON SPECIFICATION

Essential

- No more than 6 penalty driving points for insurance purposes
- Hold a full driving licence (D1 licence is preferred) and confident in driving school minibus vehicles
- Be over 21 years old for insurance purposes
- Held a driving licence for at least 2 years
- A DBS Check will be required as part of the role
- Complete a driving assessment and practical test to familiarise yourself with the vehicles on site

You will need:

- Pleasant approachable personality
- An ability to communicate with a range of people
- Ability to work on own initiative and as part of a team
- Reliable and trustworthy
- Honest, sense of responsibility and confidentiality
- Flexible approach to working arrangements
- Willing to undertake training as appropriate

HOW TO APPLY

1

If you would like to apply for this role, please download the application form from the **School website**, Our Guidance Notes for Applicants can also be found on the website.

[View Online Page](#)

2

Your application form should be completed in full and returned to **applications@millhill.org.uk** by **9.00am on Tuesday 31 May 2022**.

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The Mill Hill Foundation is committed to safeguarding the welfare of children. The schools apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Foundation is committed to Equal Opportunities and welcomes applications from all sections of the community.



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