



FARRINGTONS SCHOOL

RELIEF MINIBUS DRIVER CANDIDATE BRIEFING PACK



CLOSING DATE: Sunday 6 June 2021

WELCOME TO FARRINGTONS SCHOOL



Farringtons is a truly remarkable school with both a rich history and an excellent grasp on the various demands of modern day teaching. Our dedicated and inspirational teachers are wholly committed to helping every pupil achieve their full academic potential, encouraging them to be independent, curious and creative. The school's enhanced National Curriculum provides a great deal of breadth and it is a fantastic reflection on our pupils that the extra freedom they are given to undertake specialist subjects yields such commendable results year on year.

Equally, however, we believe strongly that learning should not be limited to the classroom nor measured solely by performance in exams. We place great emphasis on providing opportunities for pupils to pursue a wide range of extra-curricular interests, on developing the art of leadership, teamwork and those all-important soft skills. This is seen not only in sport but also in Music, Drama and the Arts, as well as other activities such as the Duke of Edinburgh Award scheme.

Underpinned by the school's strong Christian ethos, we also take great pride in the quality of our pastoral care and the excellent relationships which exist between staff and pupils. Being a co-educational school, with both day pupils and boarders who choose to come to us from all over the world, we are blessed too with a very diverse and cosmopolitan community, something we consider to be a real strength.

Besides the beautiful buildings, outstanding facilities and expansive school grounds, an amazing asset given our proximity to central London, what invariably strikes visitors to Farringtons is the friendliness of everyone they meet and the sense of family. I hope that this prospectus, as well as our website, gives you a flavour of what a special place this is and I very much look forward to meeting you online and, better still, in person in the not too distant future.

David Jackson
Head

INFORMATION FOR THE APPLICANT

May 2021

Dear Applicant

Thank you for your interest in working at Farringtons, as the post of Relief Minibus Driver. This is a vital service for parents and pupils of our school.

There is a vibrant spirit of teamwork and co-operation within the school. The successful candidate will have a flexible, can-do approach, be available to work at short notice and be an excellent communicator with both pupils, staff and parents. If you have D1 on your licence that is advantageous but we do have minibus licences in our fleet which can be driven on an ordinary driving licence. We will also provide training and you will be expected to pass the Kent minibus driving test.

In your supporting statement, please include the following points:

- How you meet the requirements and the responsibilities outlined in the Job Description, including your relevant experience to date.
- Why you would like the position of relief Driver.

Farringtons School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including completion of a medical questionnaire, checks with past employers and enhanced disclosure through the Disclosure & Barring Service.

If you would like any further information, please do not hesitate to contact me. You may like to look at our website www.farringtons.org.uk as a further source of information. Completed applications can be returned by e-mail to recruitment@farringtons.kent.sch.uk. The closing date for applications is Sunday 6 June 2021, early applications are recommended as we reserve the right to appoint a suitable candidate before the closing date.

We look forward to receiving your application.

Yours sincerely



Mr David Jackson
Head

JOB DESCRIPTION

Job Title: Minibus Driver (Relief)

Responsible to: Minibus Administrator

Department: Estates Management

Reports to: Minibus Administrator

Hours of Work: As and When necessary to cover shifts
Morning - 6.30am - 8.30am
Afternoon - 3.40pm - 5.40pm

Function of post: To provide the school with an efficient and reliable minibus service

Main Purpose of the Job

- To be available for cover in planned and unplanned absence, sometimes at short notice
- Collecting and dropping off pupils safely on school runs
- Responsible for promoting and safeguarding the welfare of children and young people within the school

General Duties of Post

- Start of School Day – Collect the mini-bus from the School grounds at an appropriate time in order to collect children from designated areas so that they arrive at school in time for 8.25am
- End of School Day – Leave the School at around 4.00pm and deliver children to the designated areas. Return the mini-bus to the School grounds
- Ensure that the children take the necessary safety precautions before and during the journey, i.e. wear safety belts and behave in an appropriate manner
- Keep a register of pupils who travel on the mini-bus and liaise with Marketing Officer re-route to be taken and current students on register
- Record and manage absence – A school mobile phone will be provided and the telephone number given to the children on the mini-bus so that they can contact you to report their absence
- To drive the mini-bus by arrangement, according to the needs of the School, e.g. ferry Boarding students to and from the airport at the start and end of each term
- Ensure the bus service is COVID safe, and follow procedures and risk assessments relating to COVID-19

Generic Responsibilities for All Farringtons Staff

- To actively promote the aims and ethos of Farringtons
- To work within the Farringtons framework with regard to Health and Safety
- To be committed to child safety and undergo child protection screening (DBS check) and training
- To promote equal opportunities at Farringtons
- To support Farringtons commitment to the continued professional learning of all staff
- To undertake any additional duties as may reasonably be requested by the Head or members of SLT

JOB DESCRIPTION

Safeguarding

- To promote and maintain the standards of the school's commitment to safeguarding children
- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
- Although there is no direct responsibility for children, this role will involve daily contact with pupils
- All applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and enhanced disclosure through the Disclosure and Barring Service

Prevent Duty

- To promote and maintain the standards of the school's commitment to ensure all staff understand the risks of radicalisation within our School and how this risk may change from time to time
- To ensure that staff are aware of the Prevent Strategy and are able to protect children and young people who are vulnerable or may be at risk of being radicalised
- The School is committed to placing a strong emphasis on the common values that all communities share such as self-respect, understanding, tolerance and the sanctity of life. Pupils are taught to respect and value diversity as well as understanding how to make safe, well-considered decisions.

Health and Safety

- All employees have a legal duty to ensure the safety of themselves and all the pupils and staff within the school as detailed in the Health and Safety at Work Act 1974

Data Protection

- All employees should familiarise themselves with and follow the Data Protection guidelines and practices

Code of Conduct

- All Employees are expected to demonstrate consistently high standards of personal and professional conduct
- All Employees must maintain high standards of the aims and ethos of the School both within and outside school, by:
 - treating pupils, staff and parents with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the employee's professional position
 - having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
 - showing tolerance of and respect for the rights of others
 - not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
 - ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law

All Employees must have proper and professional regard for the ethos, policies and practices of the school in which they work, and maintain high standards in their own attendance and punctuality.

ABOUT FARRINGTONS SCHOOL



The story of Farringtons School began in 1908 when a group of Methodists decided to open a new girls' boarding school, effectively a 'sister school' to The Leys School in Cambridge. After looking at several sites, they settled on buying the land which Farringtons now occupies in Chislehurst, Kent. The land that the school sits on was occupied by a small mansion dating back to the 17th century. The mansion had been home to several families, including three generations of the Farrington family who lived there during the latter part of the 18th century into the early 18th century. It is from this connection that the school took its name Farringtons.

Farringtons School opened in 1911. By the early 1920s the accommodation at Farringtons was insufficient for its needs and further building work was required. In June 1925, the School was greatly honoured when Queen Mary visited to open these new buildings. She graciously gave permission for the new central area (linking the original School House to the new West House) to be named Queen's Court in her honour. In 1934, the beautiful Chapel was built and in 1936 Queen Mary made a further visit to Farringtons, this time a private one, to inspect the Chapel.

In 1994, Farringtons merged with Stratford House - a local girls' school that had opened in Bickley in 1912. Stratford House had a similar ethos to Farringtons and similar traditions. The newly merged School was sited at the Farringtons campus because more space was available for future development and a new Art & Technology Block was built and named Stratford House. In 2010, the school accepted boys into Year 7 for the first time; it is now fully co-educational, a process which has been incredibly successful and places are much in demand from both boys and girls alike.

The School continues to grow and flourish, and 2016 saw the opening of a new two-storey teaching block which provides enhanced teaching accommodation and facilities for both Science and Mathematics. The School community is proud of its beautiful 25-acre parkland setting, bordering a nature reserve on the outskirts of Chislehurst in Kent. The School's proximity to London creates a diverse environment allowing for a variety of views, opinions and styles. Farringtons is a wide ability school, and all of our students have the potential to learn and achieve high standards; both academically and non-academically. Our students are bright and enthusiastic about learning and being a part of the Farringtons community. We offer a range of courses including GCSE, A Level and BTEC allowing students to access the higher education courses, apprenticeships and careers of their choice. At Farringtons, we are successful at helping pupils to recognise their potential across the curriculum, and supporting them to achieve their very best.

OUR AIMS AND VALUES



The school motto, ***Posside Sapientiam***, (Growing in Wisdom) influences much of what we do. Underpinned by Christian values, Farringtons School aspires to be a place of trust and respect where teachers take an active interest in the intellectual, physical, moral and spiritual development of every student. We know co-education to be the right platform for developing the interpersonal skills necessary to succeed in the modern world. The importance we place on nurturing individuality and the manageable size of Farringtons ensures that pupils do not get lost, but rather thrive in their own way – they are encouraged to ‘Develop and Shine’. Our core mission is to inspire, assist and challenge young people to achieve their potential. This is our shared mission and every employee and parent play an important role in achieving this. In order to make our vision reality, we:

- Promote the holistic development of each individual and provide the best education for every child within a supportive Christian environment
- Inspire each student to achieve success through excellent teaching, outstanding pastoral care and support and increase their desire for lifelong learning
- Create a community that promotes Christian values, giving students of all faiths or none, the opportunity to worship in a Methodist tradition, enhancing their capacity to be considerate of others
- Provide a safe and fit for purpose environment that encourages children to achieve their best
- Create an environment that prepares students for their life after school, giving them real confidence and humanity and ensures that they always feel part of the Farringtons family

EARLY YEARS: PRE-RECEPTION & RECEPTION



The Foundation Stage is the first part of the National Curriculum, focusing on children aged between three and five. The philosophy underpinning the Foundation Stage curriculum is that learning should be structured with an emphasis on fun, relevant and motivating activities.

Farringtons' purpose-built Pre-Reception building is light, secure and spacious and opens directly onto its own outside play area. Here, the children have access to many outdoor activities, including sit and ride vehicles, sand and water play and other equipment to develop their gross and fine motor skills. The children learn through exciting hands-on activities both inside and out and are supported by our highly qualified staff. The emphasis is on learning through play, and therefore much of the curriculum is delivered through practical activities. The children enjoy painting and creative artwork, music and dance, as well as going on exploratory walks. The love of books and language is also an important aspect of their learning, as is an understanding of number.

The transition into Reception is seamless, as the classrooms are adjacent to the Pre-Reception building and staff and children come together for regular playtime and other activities. The children will attend school for a full five days and as such, they join in with many of the daily school routines, including assemblies, and Chapel. Although learning is still planned through play and practical activities, there is greater emphasis on literacy and mathematical development. The children are also encouraged to become more independent, and to develop caring attitudes towards their peers.

At Farringtons, we appreciate the importance of childhood and how the learning and development in the early stages of a child's education are critical for establishing positive attitudes and a joy for learning, which will continue throughout their school life.

THE JUNIOR SCHOOL



The Junior School at Farringtons educates boys and girls aged 5 to 11 years old, and as we are a 'through school', learning continues into the Senior School up to the age of 18. We pride ourselves on having an integrated community of pupils, parents and teachers who help to create a close, secure and happy learning environment. Our teaching, which draws from and goes beyond the requirement of the National Curriculum, is a successful mix of both traditional and progressive approaches to education.

As pupils move through the years at the Junior School, they benefit from an increased emphasis on specialist teaching delivered by practitioners who share their enthusiasm and depth of knowledge for their subject. Children are also given opportunities to build their confidence and self-esteem by participating in a stimulating range of creative, musical and sporting activities. We encourage all pupils to discuss and discover in order to develop enquiring minds, self-assurance and positive work habits, ready for the next stage as they progress to the Senior School or other schools for secondary education.

THE SENIOR SCHOOL



Farringtons has a long commitment to excellence and opportunity in education. The curriculum in the Senior School reflects this, providing a wide range of modern and traditional subjects from which to make final examination choices.

Small class sizes, dedicated staff and supportive teaching ensure that we are able to nurture individual needs. Pupils in the Senior School range in age from 11 – 19 years old. During the first three years, the emphasis is placed on sound preparation in basic academic skills and, during Year 9, thorough advice on appropriate GCSE options.

In Years 7 – 9, the curriculum comprises of English, Mathematics, Science, Religious Studies, Physical Education and one compulsory Modern Foreign Language; currently Spanish. In addition, pupils choose a second Modern Foreign Language, either French or German. They will also study the subjects that they may choose to continue to GCSE; these include, Art, Ceramics, Drama, Food & Nutrition, History, Geography, Graphic Design, Information Technology, Music, Resistant Materials and Textiles.

From Year 9, pupils are supported in making their GCSE option choices as part of our careers programme. Careful planning ensures that each pupil follows a balanced timetable of lessons, giving the right foundation for his or her future A Level, Higher Education or career choices. New subjects are introduced into the curriculum at various stages. In addition to GCSE, we offer BTEC Sports and Business Studies courses.

Throughout the School, pupils from overseas receive additional English tuition, leading to internationally recognised qualifications.

Form Tutors and visiting speakers provide a structured Personal, Social and Health Education course. PSHE introduces and discusses key moral, ethical and social issues at appropriate times in the pupils' lives. It aims to foster a greater understanding of today's society and to assist them in taking responsibilities for their own and their fellows' well-being.

SIXTH FORM



Our Sixth Form programme ensures that students acquire the academic qualifications and develop the personal qualities they need to meet the challenges of Higher Education and the world of work.

Small class sizes enable our experienced teachers to nurture the talent of every Sixth Form student as an individual. This, in turn, ensures that our students have the best possible guidance during the university application process.

Farringtons offers a wide choice of A levels, some BTEC courses and EPQ qualification, so that university or career choices are not restricted to inflexible subject options. Increasingly, universities want to know about students' interests and activities as well as their academic achievements. Outstanding higher education support is given to every student.

We encourage our Sixth Formers to broaden their horizons and develop leadership skills through the Duke of Edinburgh Award Scheme, Business Enterprise Programme, public speaking, excel programme, the School House system and many other opportunities. Sixth Formers have their own study areas and common rooms where they can engage in private study, relax, socialise and make drinks and snacks.

BOARDING



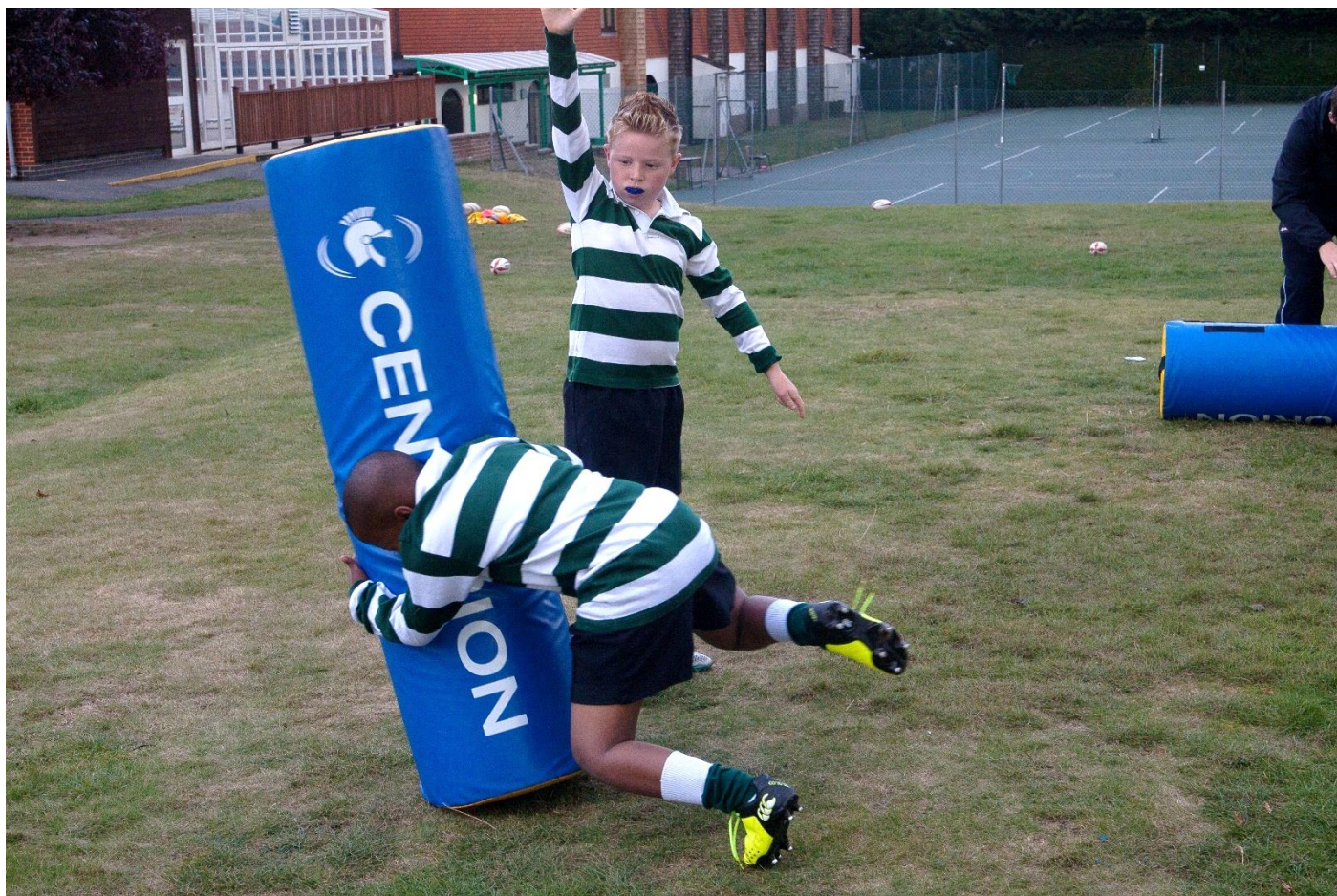
Everyone who visits Farringtons comments on the warmth of the welcome that they receive and especially the friendly, family atmosphere of our boarding houses. Boarding provides a safe, stable environment for pupils but it also offers them a huge range of new opportunities and experiences. Our caring house staff help new boarders settle in quickly and become part of the School's extended family.

Boarding is offered on a full, weekly or occasional basis, reflecting the needs of the modern family. Our comfortable, well-equipped boarding accommodation consists of homely, spacious bed/study rooms, with network and Internet access, all set amongst our beautiful grounds.

Where possible, members of the Year 13 each have their own room. All boarders are encouraged to personalise their rooms to make them feel more like a 'home from home'.

Weekends provide boarders with a valuable change of pace and there are plenty of activities on offer. A lively programme of cultural and leisure trips ensure that there is never a dull moment. The school's proximity to the M25, M2, and M20 motorway networks and to central London make it highly convenient for boarders coming from almost anywhere in the UK or abroad.

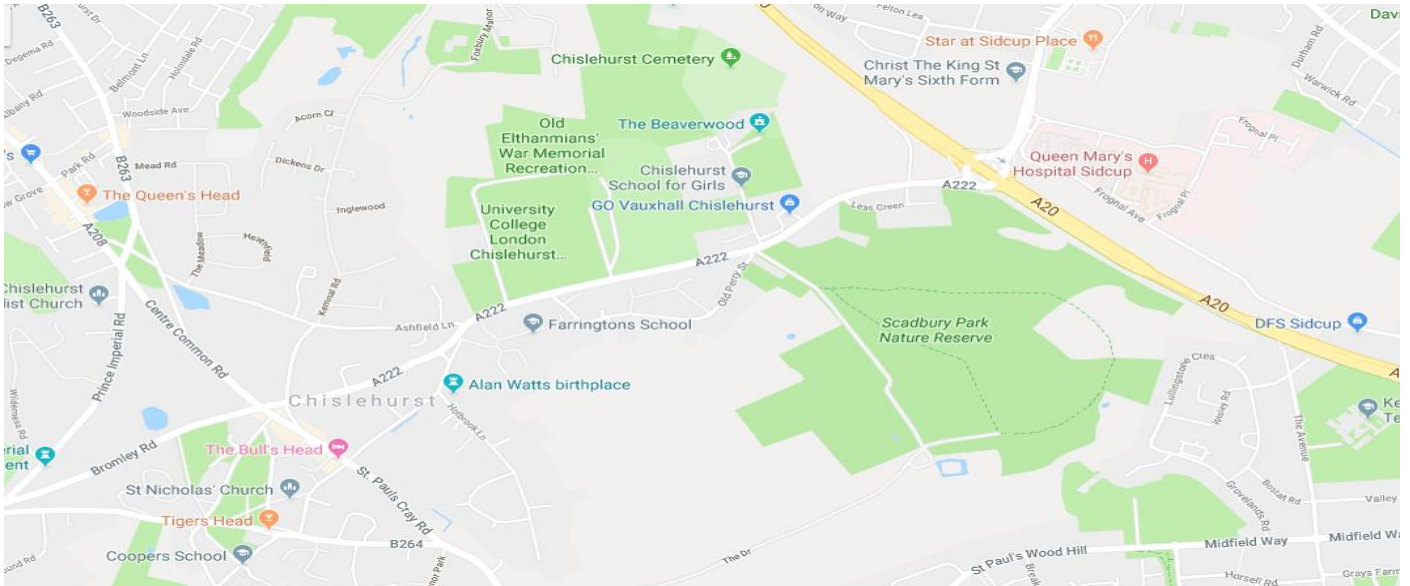
SCHOOL GROUNDS & FACILITIES



Farringtons is set in 25 acres of beautiful grounds and is fortunate enough to have an extensive range of buildings and facilities.



HOW TO FIND US



BY ROAD

Approaching from the M25

- Leave the motorway at Junction 3 and take the exit marked A20 London/Lewisham
- Continue until you reach the turn off for the A222 - signposted Sidcup/Chislehurst/Bromley
- Take the first exit at the roundabout, which is Perry Street

****Continue past the BP Garage and Old Perry Street until you see the School sign. The entrance to the school is on the left-hand side. Once you are in the grounds bear left towards East House Reception.**

Approaching from Bromley/Petts Wood (A222)

- From Bromley take the A222. You will come to a junction with traffic lights at Chislehurst with a War Memorial on the left-hand side
- Go straight ahead at the lights and continue until you see the Farringtons School sign
- You will not be able to turn right here as there are bollards in the centre of the road
- Continue and take the next turn on the right (Old Perry Street)
- Take the first entrance on the right which takes you into the school car park
- If approaching from Petts Wood, turn right at the traffic lights with the War Memorial, or turn left if approaching from Chislehurst

Approaching from the M20

- Stay on the M20 until it becomes the A20 London bound
- Continue as directed from M25 **

Approaching from London A20

- Take the turn off marked Sidcup/Bromley/Chislehurst which leads to a large roundabout
- Take the third exit marked Bromley A222
- Continue as directed from M25

BY BUS

- Buses 160, 638, 269, 625, 661, 162, 161, 61 and 273 all stop within five mins walking distance of the school.

BY TRAIN

- Trains run from Charing Cross, Waterloo East or London Bridge to Chislehurst Station (approximately every 20/30 minutes)

- For details of precise train times, please telephone Train Enquiries on 08457 48 49 50

BY AIR

- Gatwick airport is approximately 45 minutes away and can be reached easily from the M23/M25

- Heathrow Airport is approximately 1 hour 30 minutes away and can be reached from the M4/M25

KEY FACTS

Type of school:	Co-educational boarding 11-18 and day students 3-18
Age range:	3-18
Number of pupils:	715
Number of boarders:	50
Religious tradition:	Methodist
ISC association:	Society of Heads
Affiliation:	BSA



FARRINGTONS SCHOOL

Perry Street, Chislehurst, Kent BR7 6LR
www.farringtons.org.uk tel: Tel: +44 (0) 20 8467 0256
head@farringtons.kent.sch.uk

