

**KENT COLLEGE**  
CANTERBURY

# School Minibus Driver (AM and PM shift)



## APPOINTMENT DETAILS

<b>Job Title:</b>	School Minibus Driver
<b>Reporting to:</b>	Head of Administration & Transport
<b>Employment Status:</b>	Part Time / Permanent
<b>Job Location:</b>	Kent College, Canterbury
<b>Start Date:</b>	September 2024

*If a pool of suitable candidates becomes available before the closing date Kent College reserves the right to interview and appoint without further notice*

## THE SCHOOL

Kent College is a co-educational school with a Methodist foundation. The school is located in Canterbury, just one hour from the centre of London by train. The Senior School (11 – 18 years) has some 600 boys and girls, approximately one-third boarding and two-thirds day. There is also a thriving Junior School with 200 pupils in total. The school enjoys a high reputation for academic standards and many other activities including Sport, Music, Drama and Art. Academic provision includes A level as well as the IB Diploma for Sixth Form and GCSE, IGCSE and pre IB for Key Stage 4. Results place Kent College among the best UK Schools.

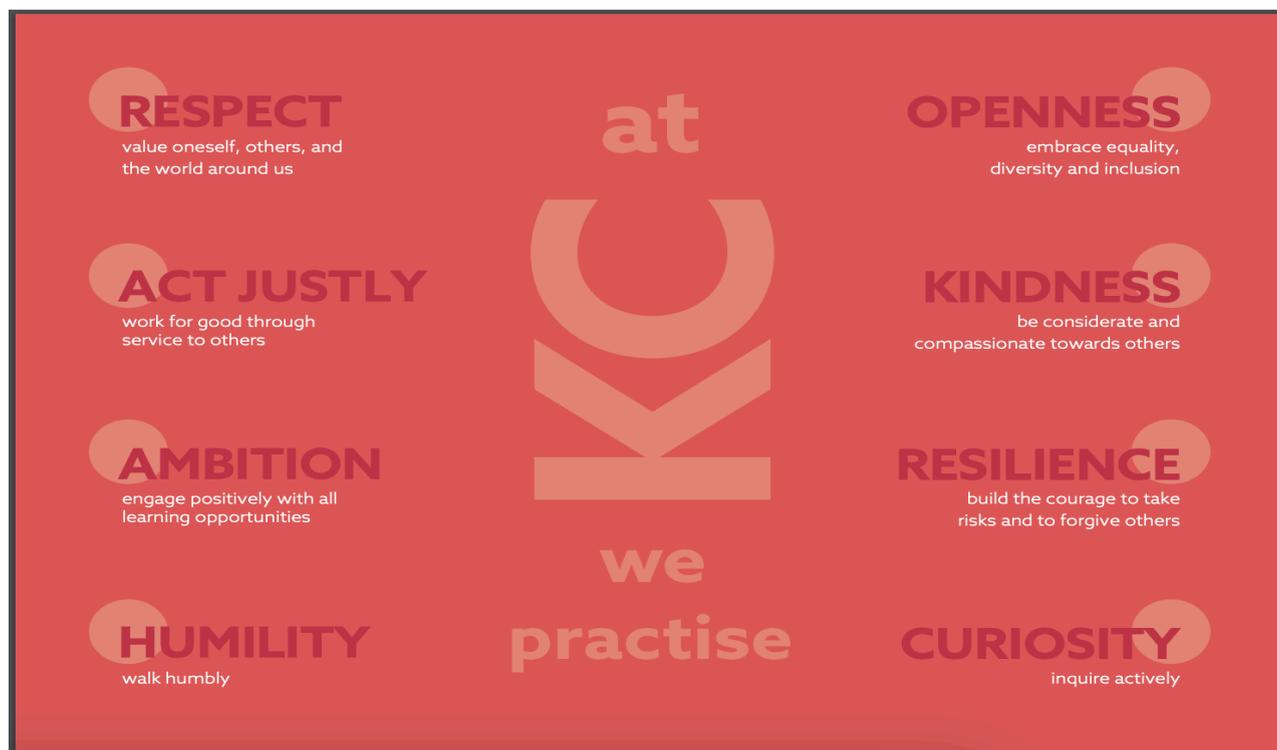
Kent College is a happy, caring and successful school in which pupils feel supported and encouraged to aim for high standards of achievement and conduct. The school was inspected by the Independent School Inspectorate in October 2022 and was found to be excellent and compliant in all aspects.

In August 2016 Kent College opened a 3-18 school in Dubai, and in September 2022 the primary stages of Kent College West Cairo accepted its first students. Summer 2019 brought the opening of a state-of-the-art 600 seater auditorium, The Great Hall. The hall is used by the whole school for worship and as a versatile and practical space for the college's highly regarded drama and music departments as well as for being available for use by the local community.

Kent College is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

## OUR SCHOOL VALUES

Our values are very important to us here at KC, please see them below.



## THE ROLE

We are looking for a reliable and trustworthy School Minibus Driver to provide an effective, professional and safe minibus service to Kent College's pupils as and when required.

## JOB DESCRIPTION

The following list is not exhaustive but serves as an indication of what the role encompasses.

The School Minibus Driver will:

### Main Duties and Responsibilities

- Driving a Kent College vehicle (usually a minibus)
- Responsible for the safety, comfort and welfare of the pupils and staff
- Carry out driver's daily and weekly vehicle checks, and to carry out basic

maintenance

- Report any vehicle defects, faults, incidents and accidents
- Be responsible for the cleanliness of vehicles, and ensure the vehicle is in a clean and roadworthy condition before and after use.
- Refuel vehicles as required
- Cover for absent colleagues
- Be available to help with extra overtime (School trips, Sports fixtures etc)
- Maintain and help to promote a good company image, working attire should be worn at all times and kept in a clean and tidy condition.
- Work within health and safety guidelines and other guidelines that may be issued from time-to-time
- Work within the constraints and guidelines as set out in the school's Driving Policy
- To undertake any other associated duties as required by the Transport Co-Ordinator.
- Take responsibility for the health and safety of Kent College vehicles and users.

### Training

- Attend relevant training courses as identified and agreed, this will include 'Minibus Driver Awareness Scheme'.

## **SAFEGUARDING DUTIES & RESPONSIBILITIES**

The successful candidate will need to satisfy the conditions appertaining to a satisfactory Disclosure and Barring Service (DBS) check before taking up their appointment. They will be required to complete a medical questionnaire and produce evidence of all qualifications cited on the application form.

Kent College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful applicant will be expected to uphold this duty with regard to all children and young persons for who they are responsible and with whom they come into contact. All members of staff are expected to share this commitment and abide by the safeguarding policies in place and undertaking relevant training to ensure they remain up to date with Safeguarding policies and best practice.

This role is a student specific support role involving extensive contact and responsibility for children.

For the avoidance of doubt, the duties and responsibilities contained within this job description indicate only the main responsibilities of the post and may change from time to time according to the requirements of the role. It is not intended as an exhaustive list, or to have contractual effect.

References will be taken prior to the interview. One of the referees should normally be the applicant's current or most recent employer.

Please note that Keeping Children Safe in Education (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability. All shortlisted candidates will be required to provide social media information as part of their application.

Kent College staff and pupils are proud to be part of a welcoming international boarding community. We value diversity and promote equality at all levels, and we are passionate about attracting a diverse pool of applications through an inclusive appointment's process. Reasonable adjustments will be made at each stage of this process for any candidate with a disability. We warmly welcome applications from professionals of all backgrounds, communities, including ethnicity, gender, transgender, age, disability, sexual orientation, or religion, and particularly encourage applicants who identify as Black, Asian, or Minority Ethnic groups as these groups are currently underrepresented in our community.

Applications must be made via Kent College's online application system; CVs or details sent directly to the department or via email cannot be considered.

## **PERSON SPECIFICATION**

### Qualifications

- Clean driving licence, including D1 on the licence

### Experience

- Experience of driving a large vehicle, preferably an LGV/PSV
- An ability to communicate with a range of people

### Personal Attributes

- Reliable and trustworthy
- Honest, sense of responsibility and confidentiality
- Flexible approach to working arrangements
- Sensitivity to user needs
- Willing to undertake additional training to enhance the services delivered by Kent College.

## THE PACKAGE

**Hours:** 23 hours per week (6:15am to 8:30am & 5:15 pm to 7:30 pm)  
Mon to Fri, term-time only

**Salary:** £10,789 per annum

**Pension:** Contributory Pension Scheme TPT (DC)\*

**Benefits:**

- Generous training and mentoring package
- Benenden health care
- Free lunch in term-time\*
- Tuition fee remission\*
- Free car parking

*\*Conditions apply*

