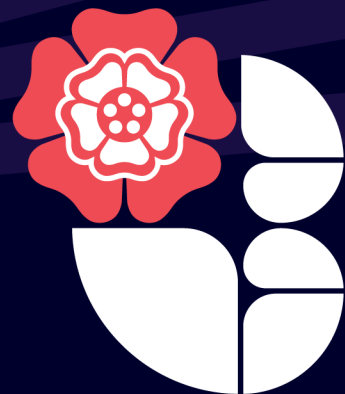


Secondary Recruitment Pack

Wrenn School
Minibus Driver



**WRENN
SCHOOL**
*Creative
Education
Trust*

Dear Colleague



Thank you for your interest in the role of **Minibus Driver** at Wrenn School.

I am delighted that you have shown an interest in applying for this key post at our Ofsted rated GOOD school and SCHOOL OF THE YEAR 2020/2021 (Northampton Education Awards). We believe that our students should receive an excellent education with opportunities to succeed beyond their potential, encouraging them to become confident, independent young adults,

balanced by compassion and respect for others.

“We are looking for a committed and energetic Minibus Driver”

Wrenn School joined Creative Education Trust in November 2018. Our network consists of eleven secondary and six primary academies in the Midlands and Norfolk plus a central team. Wrenn School has the ambition, the expertise and the determination to ensure that our outcomes will continue to improve alongside developing the character education of our students. To do this, it is vital that we attract the right calibre of professional to work alongside our dedicated team of staff.

Every member of staff receives an Individual Professional Development Programme. We empower staff to take ownership of their career progression and we invest significantly in training, outreach work, nationally recognised leadership qualifications and research projects linked to the needs of our students and the school. Your wellbeing and professional development in order to enhance your career is a priority for us. We offer a mentoring programme, career stage interviews, flexible benefits, staff rewards and support for family events. We continually monitor and pursue opportunities to manage workload effectively and promote a working environment that is supportive, enjoyable and positive for all.

We are looking for a colleague who shares the clear vision that the child is at the heart of everything we do. One who can enjoy positive, professional relationships with young people and who demonstrates high levels of resilience and emotional intelligence.

Every child is entitled to an outstanding education where they have excellent opportunities to achieve beyond their potential. Our ethos of Ambition, Excellence and Care for all is underpinned by our Proud to be Wrenn values. We strive to develop the aspirations and values of every student and member of staff.

You will be able to find a wealth of information about Wrenn School on our website www.wrennschool.org.uk which will help with your decision.

Yours faithfully

Marianne Blake
Principal

You can find out more at:
www.creativeeducationtrust.org.uk

ABOUT CREATIVE EDUCATION TRUST



Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.

Our aims for our students are to:

- ★ Raise their attainment in exams and tests through outstanding teaching
- ★ Make them intellectually curious with a sense of confidence
- ★ Increase their participation in HE, FE and apprenticeships
- ★ Ensure they have employable skills and attitudes
- ★ Create rounded individuals through a wide choice of co-curricular activities



We are achieving our aims through:

- ★ Educational rigour
- ★ Organisational effectiveness
- ★ Financial efficiency
- ★ Partnership & recognition of local identity
- ★ Respect for autonomous leadership
- ★ Quality not quantity
- ★ Promoting practical creativity

You can find out more at:

www.creativeeducationtrust.org.uk

ABOUT WRENN SCHOOL



We are a mixed secondary school, catering for children between the ages of 11 and 18 years and located in Wellingborough, Northamptonshire.

Since November 2018 we have been part of the Creative Education Trust. This has enabled the school to rigorously pursue rapid improvement for the children we teach.

The school boasts many facilities and we strive to provide an inclusive and expansive education for all of the children in our care.

Our on-site facilities include:

- Sports fields including 5-a-side football pitches;
- Multi-Use Games Area marked up for netball and football;
- Multi-use Floodlit Astro Turf
- Performance hall with sound system and projector;
- Lecture Hall complete with tiered seating;
- Wrenn Double Decker Science Bus
- Dedicated Sixth Form Hub
- Use of visualizers in selected classrooms
- Bespoke music centre
- Specialised creative subject learning building
- Learning Resource Centre for text-based resources



Summary of Wrenn School's Progress Scores in 2019:

- Progress 8 score: **+0.03**
- Attainment 8 score: **40.1**
- Pupils entering EBacc: **33.9%**
- Staying in Education or entering employment: **95% (2017 Leavers)**

To see full details of the school performance data please visit:
<https://www.compare-school-performance.service.gov.uk/school/139961/wrenn-school>

SUPPORT FOR OUR STAFF

We are committed to providing our academy leaders with the highest quality support and challenge to ensure that their schools excel and give our students the education they deserve.

Our Principals and Headteachers have a good deal of autonomy as school leaders within a framework developed collaboratively with our Director of Education and our Director of Standards and Primary Education.

Each of the Creative Education Trust's schools benefits from a comprehensive programme of support and challenge, including working with former HMIs.

Creative Education Trust places a strong emphasis on CPD for teachers and for senior and middle leaders. We run a regular programme of training events to improve teaching performance and also provide focused management development and one-to-one coaching opportunities. We have an active cross-trust group on the Teaching Leaders programme and use Future Leaders and Teach First extensively.

We believe it is very important that each of our academies plans in such a way that financial and human resources are deployed to support their educational strategies fully. This is supported by our experienced Head Office team, who are available to advise on financial planning, audit, HR, legal and property matters either directly or by referral to our professional advisors.

Each of our Headteacher is a member of the Headteachers' Forum that meets regularly to help Creative Education Trust develop its ethos and strategy, and to share their professional expertise. As the network of Creative Education Trust schools grows, this forum has increasing value as a means of professional development and problem solving.

There are also a number of cross-group, phase leader and year-specific forums.



You can find out more at:

www.creativeeducationtrust.org.uk

Minibus Driver

JOB DESCRIPTION AND PERSON SPECIFICATION

LOCATION

Wrenn School, Wellingborough, Northamptonshire

SALARY

NJC Grade 2, Scale Point 3-4
15 hours per week (approximate)
07:30-09:00 and 15:00-16:30
38 weeks per year (term time only)
Actual Salary: £10.79 per hour

THE ROLE

To drive the school minibus in a responsible and competent manner, ensuring the safety of the passengers, other road users, members of the public and yourself at all times.

REPORTING LINES

The post will report to the Site Manager

AREAS OF RESPONSIBILITY

- Driving of the school minibus.
- Responsible for the safety, comfort and welfare of the children.
- Carry out drivers daily and weekly vehicle checks and to carry out basic maintenance.
- Report any vehicle defect, faults, incidents and accidents in a timely manner.
- 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 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. 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 constraint and guidelines set out in the school handbook.
- Plan alternative routes to and from school when necessary and keep parents informed of any changes.

OTHER DUTIES

- Attend relevant training courses as identified and agreed. This will include Minibus Driver Awareness Scheme (MiDAS) training and First Aid at Work
- To undertake any other associated duties as required by the Principal.

HEALTH & SAFETY

- Following school policies and procedures especially those relating to child protection and health and safety.

SCHOOL ETHOS AND COMMUNITY

- Reinforce and instil clear standards for and throughout the school.
- Promote the school's unique identity and celebrate its achievements
- To be a positive role model of the values and behaviours that underpin the school vision

PERSONAL QUALITIES

- Must be adaptable, flexible and change agile.
- A clear understanding and commitment to the school, Creative Education Trust and its vision.
- High level interpersonal and communication skills.
- Integrity, openness, energy and enthusiasm.

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.

You can find out more at:

www.creativeeducationtrust.org.uk

Minibus Driver

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Hold a current, clean and valid driving licence D1 unrestricted or PSV licence. D1 restricted (car licence obtained prior to 01 January 1997 considered). 	<ul style="list-style-type: none"> MiDAS Trained PCV licence holder
Experience		<ul style="list-style-type: none"> Experience of driving a minibus Experience of working with children in a school environment
Skills	<ul style="list-style-type: none"> Pleasant and approachable personality with ability to communicate with pupils, colleagues, parents and outside agencies Responsible, reliable, honest and trustworthy with the ability to maintain confidentiality Physically fit Ability to work on own initiative and as part of a team. Flexible approach to working arrangements. Willing to undertake training as appropriate. Capable of maintaining accurate vehicle and user records. Competent to undertake daily and weekly vehicle checks and carry out basic maintenance. 	<ul style="list-style-type: none"> Willing to undertake additional training to enhance the services delivered by Wrenn School
Equal opportunities	<ul style="list-style-type: none"> Commitment to inclusion and diversity 	

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