



ROYAL HIGH
BATH

GDST
GIRLS' DAY SCHOOL TRUST



Minibus Driver – Part Time

Job Description

Role: Minibus Driver

Accountable to: The Vehicle and Equipment Manager

Job Purpose

To help deliver the Schools aims and objectives by ensuring the provision of an efficient and effective site and facilities service, and a safe, pleasant environment for staff, students and visitors which supports teaching and learning and in accordance with all current internal and external regulation.

Accountabilities

The following requirements are included in the professional duties that a Minibus Driver may be required to perform under the reasonable direction of the Head/ Director of Finance and Operations.

Driving

- Perform safety daily vehicle checks to ensure that the minibuses are fit-for-purpose.
- Drive the School minibus in accordance with the published route and timetable.
- Maintain the daily register of students-using Transport Management Software.
- Liaise with the School to ensure that parents are kept informed when the timetable needs to be flexed due to unforeseen circumstances.
- Liaise with the Vehicle and Equipment Manager to take on additional driving duties as required to support the School curriculum and extra-curricular activities.
- Daily sweep and mop of allocated vehicle. External wash when weather allows.
- Adhering to and ensuring people follow the COVID-19 risk assessment in use to School minibuses.

Marketing and external links, including public occasions

- Build effective relationships and provide a courteous, friendly service to all stakeholders both internal and external (e.g. pupils, parents, staff, contractors, GDST Estates Department, Governors etc.).

Training & Development of self and others

- Regularly review own practice, set personal development targets and take responsibility for own continuous professional development.

General Requirements

All School staff are expected to:

- Work towards and support the School vision and the current School objectives outlined in the School Development Plan.
- Contribute to the School's programme of co-curricular activities.
- Support and contribute to the School's responsibility for safeguarding students
- Work within the School's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- Engage actively in the performance review process.
- Adhere to policies as set out in the GDST Council Regulations, Notes of Guidance and GDST circulars.
- Undertake any other reasonable duties required that are related to the job purpose from time to time.

Safeguarding Checks

All appointments will be subject to two satisfactory reference, disclosure check by the Disclosure & Barring Service, medical fitness for this role and evidence of identity and qualifications. All the above checks must be completed before beginning work in the School. In the unlikely event of an unsatisfactory report being received following the issuing of a contract, the offer of appointment will be terminated without notice.

Review and Amendment

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Person Specification

Skills Required	
Ability to work effectively both in collaboration with other professionals/teams and also on own initiative	Essential
Excellent interpersonal skills, particularly the ability to relate to young people, parents, colleagues and external agencies	Essential
Excellent organisational skills / Time management / Ability to prioritise and organise own workload / able to work to deadlines	Essential
Knowledge Base	
Knowledge of relevant health and safety requirements	Essential
Knowledge of security and emergency procedures	Essential
Understanding of child protection issues	Essential
Knowledge of routine preventative maintenance	Essential
Qualifications/Attainment	
Full Clean Driving Licence including D1 minibus entitlement	Desirable
Up to date First Aid at Work qualification	Desirable
Up to date MIDAS training certificate	Desirable
Experience	
Experience of driving passenger vehicles	Highly Desirable
Attitude/Approach	
Honesty and integrity	Essential
Reliable	Essential
Flexible over working hours according to the needs of the School	Essential

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Vacancies

Part time, term time only (please note these are split shifts early AM and after school):

25 hours per week whilst training, increasing to 27.5hrs per week once fully trained. *RHS would consider a Full Clean Car Licence holder, willing to work towards the D1 licence to operate a 16-seat minibus. **On completion of successful training, commit to a further 2 years in the post.***

Salary

The salary for this post is at least £13.56 per hour plus Regional Grade 2.

Application Process

If you feel that your skills would be suitable then please complete the online application form.

Application will be assessed and interviews arranged as suitable candidates apply. Please submit your application as early as possible.

For further information, please contact Mrs Natalie Platten at hr@rhsb.gdst.net

Royal High School Bath

Lansdown Road

Bath BA1 5SZ

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Website: <http://www.royalhighbath.gdst.net>

Our School

Royal High Bath is an academically selective, independent day (3-18) and boarding (11-18) school for approximately 550 girls. Prep and Senior Schools are both situated on the northern side of Bath, enjoying commanding views of the city and with good access to the A46 and M4. 140 boarders aged 11-18 live on the senior site in two boarding houses. The Sixth Form is on the same site as the Senior School.

Committed to both academic excellence the School and outstanding care boasts excellent results at GCSE and post 16 level and there is demand for places. Sixth Form students choose between A level and the International Baccalaureate Diploma. Our latest Independent Schools Inspection report can be downloaded here:

<https://www.royalhighbath.gdst.net/our-school/inspections>

We are understandably proud of our facilities at the Senior School and Sixth Form, which contribute to the exceptional quality of care that we provide.

We have a stunning Art School; a Sixth Form café; a fitness suite, a Sixth Form building and newly refurbished boarding houses; two Performing Arts Theatres (Sophie Cameron Performing Arts Centre and The Memorial Hall); The Hudson Centre for lectures and meetings; tennis/netball courts and a newly refurbished astro and two well stocked libraries.

The school is accredited with the ICT Mark which recognises our commitment to using the latest digital platforms and channels to enhance learning. We introduced BYOD (Bring your Own Device) in September 2017.

The Prep School relocated in January 2014 to Cranwell House in Lower Weston which is a Grade II Victorian Mansion. The facilities offer first class opportunities to challenge and stimulate the girls with their learning. Within the main house, which is the base for our pupils from Nursery to Year 4, the girls have access to a 'Discovery' room, a creativity area and music practice rooms. The Hope Building (our stunning new build) houses the multi-purpose hall, creative arts and dance studios and the Year 5 and 6 classrooms. All girls throughout the school use their spacious, well-equipped classrooms alongside the beautiful grounds which offer enormous potential for outdoor learning and exploration.



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Senior School





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