

Candidate Information
Pack

Minibus Driver

Radnor House Sevenoaks

2023



Radnor House
— SEVENOAKS —
celebrating every individual



Radnor House Sevenoaks Information

Radnor House Sevenoaks is a fast growing independent co-educational day school educating up to 650 pupils aged 2-18. Located on a beautiful and historic site close to the town of Sevenoaks, Kent, the school was originally founded in 1924 as Combe Bank School before joining the Radnor House Group in 2015, becoming fully co-educational from Nursery to Sixth Form. The school is a member of Round Square, IAPS and ISA.

Structure

Radnor House Sevenoaks is divided into two sections: Prep School (2-11) and Senior School (11-18) although the emphasis is on providing a 2-18 continuum as pupils progress through each stage of their education.

Co-Curricular

Learning at Radnor House Sevenoaks is not restricted to the classroom and pupils benefit from an extensive range of co-curricular activities designed to engage, broaden and test students both mentally and physically.

Curriculum enrichment activities at Radnor House Sevenoaks include coding, sport, debating, film studies, photography, and Performing Arts and pupils additionally often participate in external events such as Young Enterprise, The Duke of Edinburgh Award, Maths Challenge and Young Engineers.

Vision and Values

The vision is for Radnor House Sevenoaks to become a school which truly celebrates active and responsible young people equipped to thrive in the world of tomorrow.

Fostering intellectual curiosity in every individual is at the heart of teaching and learning at Radnor House Sevenoaks. The school offers academic excellence and tailor-made, individual support in the classroom, in the sports arena and throughout an extensive co-curricular programme.

This personal approach to the needs of each student is central to Radnor and at the heart of all strategic planning and decision making. Radnor House Sevenoaks challenges the idea of

limits in all areas of student development and its pastoral care is second to none. The result of this provision is confident, articulate and caring pupils who will be perfectly placed for high levels of achievement whatever their chosen path.

This vision is underpinned by four values:

- **Excellence:** To expect the very best of ourselves in everything we put our hand to. Excellence is a habit.
- **Respect:** To treat others as we would expect to be treated ourselves.
- **Courage:** To always do the right thing, not the easy thing. To be proud of one's decisions.
- **Perseverance:** To pursue the difficult meaningful goal with rigour and passion.

The values of Radnor House Sevenoaks permeate every aspect of school life. They are celebrated in assemblies and delivered in lessons and the wider curriculum. These values will serve as the guiding principles for young people after they leave school.

In addition, the values underpin the strategic human resource function and colleagues are encouraged to live the values throughout their working career in the form of an extensive professional development system.



Senior School Information



Celebrating every individual

Radnor House Sevenoaks' ultimate purpose is to provide an 'active learning environment' for all, not only our pupils but also for staff through their worthwhile and satisfying employment in a vibrant and growing community. We are all dedicated to supporting our pupils in achieving their full potential.

Our staff community

As a staff member at Radnor House Sevenoaks, you are part of a community that works together to achieve the best for each of its pupils. There are 150 members of highly dedicated staff team in teaching and support roles.

Our benefits

- Competitive salary
- Free, high-quality lunches
- Pension scheme
- Free onsite parking
- Onsite gym
- Employee Assistant Programme
- Life Assurance



The Role - Minibus Driver

Key role as Minibus Driver:

- To drive the Radnor House Sevenoaks School vehicles in a responsible and competent manner, ensuring the safety of passengers, other road users, members of the public and you at all times.

Location

- Vehicles based at Radnor House Sevenoaks, Combe Bank Drive, Sundridge, Sevenoaks, Kent TN14 6AE.
- Work within the framework provided by the school's policy statements to fulfil the general aims and objectives of Radnor House Sevenoaks

Minibus Driver Responsibilities:

- Driving a Radnor House Sevenoaks 17-seater Minibus and 34-seater bus as and when required
- Responsible for the safety, comfort and welfare of the pupils and staff.
- Carry out driver's daily checks.
- Report any vehicle defects, faults, incidents and accidents
- Be responsible for the cleanliness of vehicles, and ensuring the vehicle is in a clean and roadworthy condition before and after use.
- Refuel vehicles as required.
- When required, cover for absent colleagues.
- 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 Minibus Drivers' Operating Instructions.
- To undertake any other associated duties as required by the manager.
- Take responsibility for health and safety of Radnor House Sevenoaks vehicles and users.



Job Description - Minibus Driver

Training and Qualifications Required

- Full D1 Commercial Licence (CPC desirable)
- Attend and pass required training courses as identified and agreed, this will include Minibus Driver Awareness Scheme and CPC if not already certified at the cost of Radnor House Sevenoaks (subject to achieving certification within the probation period, and to a minimum service agreement post certification)
- Attend and pass relevant training and medicals required by the DVLA
- Paediatric First Aid training



Working with us

Celebrating Every Individual

Radnor House Sevenoaks' ultimate purpose is to prepare pupils for life. As life-long learners, our staff model the ambitions we have for our pupils and, consequently, enjoy worthwhile and satisfying employment in a vibrant and growing community. We are all dedicated to supporting our pupils in achieving their full potential.

Our Staff Community

As a staff member at Radnor House Sevenoaks, you are part of a community that works together to achieve the best for each of its pupils. There are 150 highly dedicated teaching and support staff. The culture of Radnor House Sevenoaks is founded on the following principles:

Our Vision

To develop active and responsible young people equipped to thrive in the world of tomorrow.

Our Values

Excellence — Respect — Courage — Perseverance

We aim to create a secure, happy and active learning environment of the highest quality which celebrates every individual. Teachers provide outstanding pastoral care alongside teaching of the highest standard and deliver a wide range of co-curricular opportunities.

Radnor House Sevenoaks also has a highly professional support staff creating and maintaining the structures and environment for teachers to help pupils achieve their best.

We actively support colleagues in seeking to improve their professional practice and work in partnership with parents to enhance opportunities for students. This includes helping them to develop an awareness of and contribution to both the local and broader community and wider field of education.

Providing an active learning environment is at the heart of Radnor House Sevenoaks. We want every colleague to fulfil their potential at work through ongoing development opportunities and by taking on new challenges to develop their career. Colleagues receive regular feedback on performance and are appraised each term against key performance indicators.

We also offer a wide range of benefits to staff including free breakfast, lunches and complimentary refreshments from our café throughout the day, on-site parking, private pension scheme, Life Assurance, 24/7 Employee Assistance Programme and use of the fitness suite.



How to Apply - Minibus Driver



Candidates are encouraged to contact the school with additional questions prior to submitting an application.

Application forms can be found on our website at:
[Working at Radnor House Sevenoaks \(radnor-sevenoaks.org\)](http://radnor-sevenoaks.org)

If you wish to apply for the role please send a completed application form including details of two referees to HR at hr@radnor-sevenoaks.org

Start date for the role will be **ASAP**

We reserve the right to interview candidates and appoint before the closing date therefore early applications are recommended.

Radnor House Sevenoaks is totally committed to safeguarding the welfare of children and young people and expects the same from its employees. Applicants must be willing to undergo child protection screening appropriate to the post, including checks on past employers and the Disclosure and Barring Service (DBS)