



RGS
WORCESTER

MINIBUS DRIVER



Minibus Driver

Responsible to

Transport, Events and Hirings Co-ordinator

Location

RGS Worcester/RGS Springfield/RGS The Grange and RGS Dodderhill as required.

General Purpose

RGS operates a daily minibus service to and from the Schools and various local locations with picks up and drops off for pupils at various locations along the route. In addition, the school operates a shuttle bus between RGS The Grange and RGS Senior School before and after school each day. The Minibus Driver will be required to drive the school minibus twice per day on a pre-set route collecting and dropping off pupils on a rota basis.

Key Tasks and Responsibilities

- Carry out the driver safety checks on the vehicle before each driving session, ensuring that any faults are entered in the vehicle log book and/or reported to the caretaker. Faults involving safety must be reported immediately.
- Take care of passengers ensuring that they are all accounted for, seated correctly and that they behave appropriately during journeys. Passengers must wear seat belts and verbal instruction to that effect must be issued by the driver each time that passengers get onto the vehicle.
- The successful completion of the practical minibus assessment carried out by Worcestershire County Council on behalf of the school.
- The correct completion of the vehicle log book for each journey.
- Familiarisation with the manufacturer's vehicle handbook and operating instructions.
- Carry the supplied mobile phone when on journeys and ensure that it is charged and able to accept calls. Check for important text messages during stops. The Mobile phone must never be used whilst the vehicle is in operation.
- Take due care of the vehicle and drive safely and responsibly at
- Take due care of the vehicle and drive safely and responsibly at all times. Familiarise yourself with the Highway Code and abide by it at all times.
- Ensure that you read and familiarize yourself with the school Minibus and Vehicle Handbook and Policy.
- Act at all times as an ambassador for the school and do not do anything to bring the school into disrepute during the performance of your duties.
- Monitor your own personal health, fitness and ability to perform the job, ensuring that you notify the school if you feel unable to carry out your duties or develop a medical condition that may affect your duties.
- To carry out from time to time any other duties within the competence of the jobholder, that may be reasonably required.

Competencies

Strong Communication; both written and verbal

Strong Organisation Skills

Good attention to detail

Knowledge and Experience

Previous minibus/driving experience desirable

Interest in working in the Education Sector

Strong IT skills

Previous experience of working in a team and liaising with all levels of staff

The post holder should be aware that the above job description and specification is not exhaustive. The post holder should be willing to partake in all activities that positively contribute to the life of the school. Any changes to the above description will be done in a timely manner and in consultation with the post holder.



RGS Worcester

Introduction

The Royal Grammar School Worcester is one of the leading independent co-educational day schools in the West Midlands. The RGS Senior School has approximately 900 pupils aged 11 - 18 years, including a Sixth Form of 250 students. There are a further 450 pupils aged 2 - 11 years in the two RGS Preparatory Schools, RGS The Grange (two miles north of Worcester City Centre in the village of Claines), and RGS Springfield (a two minute walk from the Senior School in Britannia Square). RGS Dodderhill with its 180 pupils joined the RGS Family of Schools in 2018 and is situated in Droitwich Spa, 5 miles North of Worcester. The Headmaster of the Senior School is also the Executive Head of the RGS Worcester Family of Schools and is a member of the Headmasters' and Headmistresses' Conference (HMC).

History

RGS was founded some time around 685 and lays claim to being the sixth oldest school in the world. The School has a rich history: RGS received its Elizabethan Charter in 1561 and was granted its 'Royal' title by Queen Victoria in 1869. From 1950 until 1983, the School was administered by Worcestershire LEA as a voluntary aided grammar school and the School reverted to independence in 1983. RGS became co-educational in 2002 and merged with the neighbouring girls' school, The Alice Ottley School, in 2007. The Senior School is now close to 50:50 boy: girl.

Facilities

RGS Worcester is situated a few minutes' walk from the centre of the City of Worcester and is convenient for rail and bus links. The School's older buildings are mostly pre-20th Century and five of them have been listed by English Heritage, the most notable being Britannia House, built in 1730, and the ruins of a Cistercian nunnery known as Whiteladies, dating from c.1240.

The School has superb facilities, which include a Sixth Form Centre, refurbished Science Block, Language Laboratory, Library, Fitness Centre, two Sports Halls, Dance Studio, Lecture Theatre, Art Block, Design Centre, Performing Arts Centre, a full-size floodlit all-weather pitch and several pavilions. Some of the playing fields are close by in the City centre and there are 50 acres of grounds at RGS The Grange as well as a new International Hockey Centre shared with Worcester Hockey Club situated between the two Schools. The School has use of the local swimming pool and shares a Boathouse with Worcester Rowing Club on the nearby River Severn. All classrooms are equipped with IT facilities and there are four bookable computer rooms. Each member of staff has the use of a laptop computer and iPad.

The Governors have invested about £14 million in facilities over the last seven years.





Process of Application

All candidates are required to apply via the TES online application form (no CVs will be accepted).

RGSW reserves the right to close applications early if suitable calibre apply, candidates may be called early to interview.

We particularly welcome applications from under represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

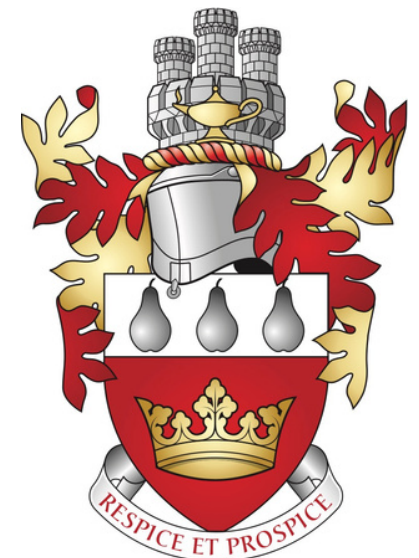
A completed TES application form with the names, addresses, telephone numbers and e-mail addresses of two referees should be provided. All candidates invited for interview will be required to prove their identity and their entitlement to work in the UK, and the person appointed will be subject to an enhanced DBS check, Prohibition Check, Right to Work in the UK and other checks specified by the Department for Education and Independent School's Inspectorate.

Rehabilitation of offenders: This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further information about filtering offences can be found in the DBS filtering guide.

The Governors of RGS Worcester are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Registered Charity No. 112064

'Welcoming, unaffected and academically on the up and up, while still valuing the breadth of opportunities outside the classroom.'

- The Good Schools Guide



How to find us

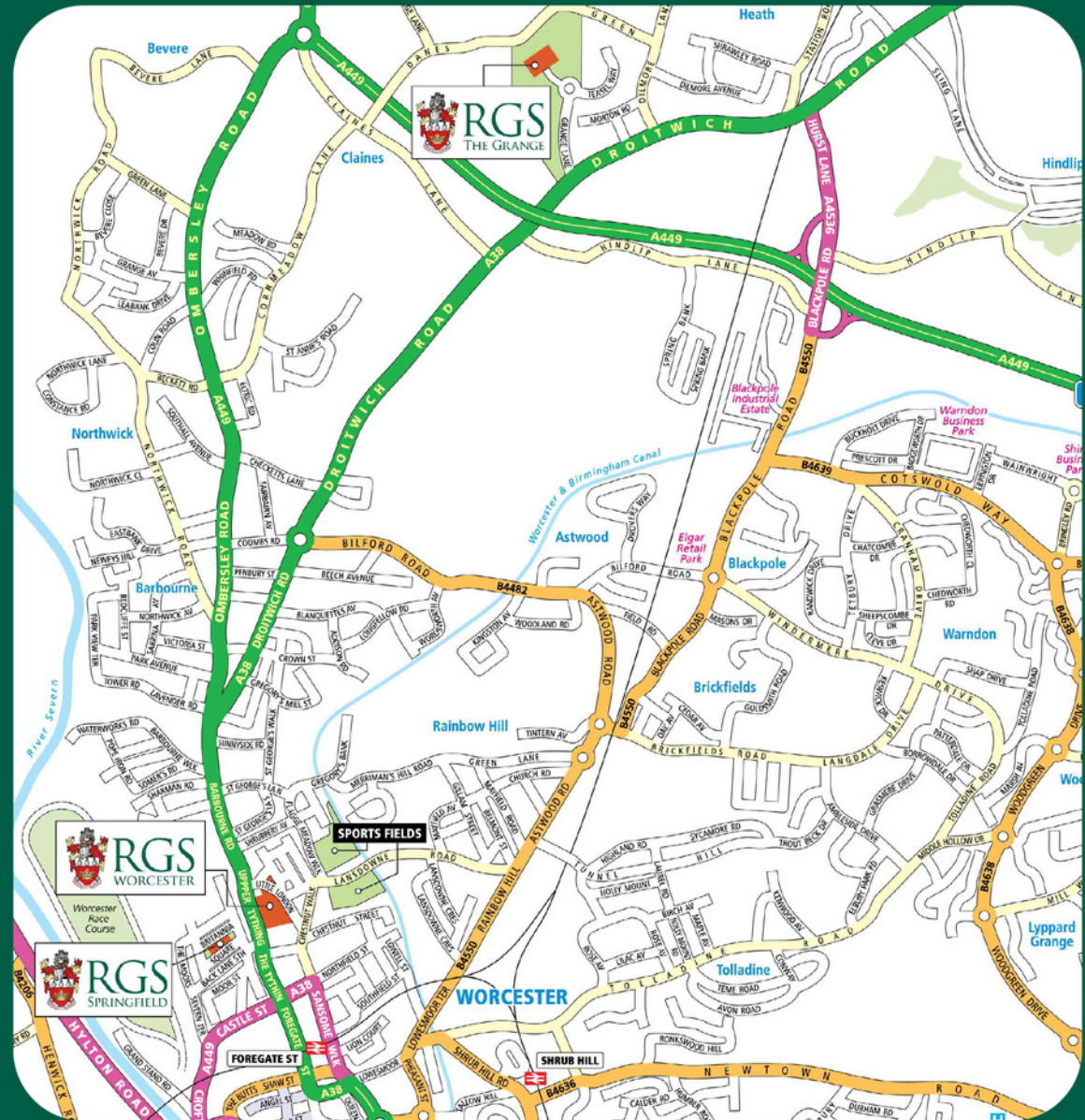
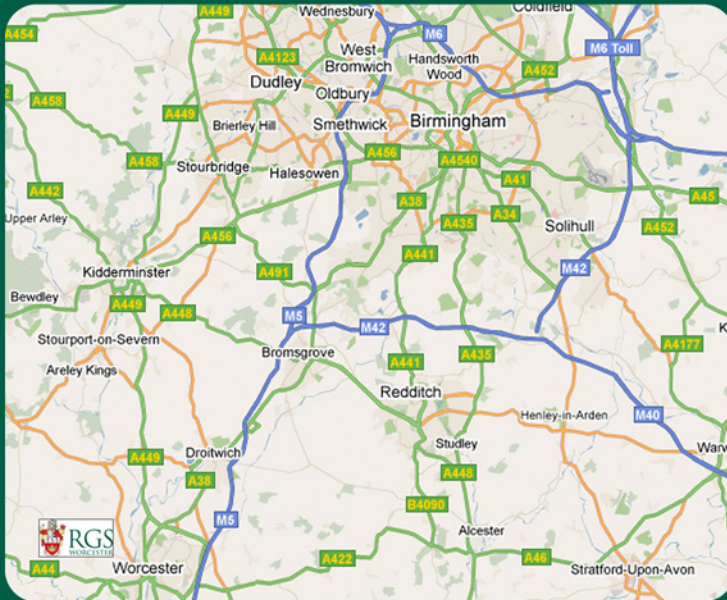
By Road:

The most direct route is via the M5. Leave at Junction 6 and join the A449. Travel through the first intersection until you reach a roundabout. Take the second exit into Ombersley Road, A449. Travel for 2 miles on this road which leads into Barbourne Road and then Upper Tything, A38. The entrance to RGS Worcester is on the left after the Little London turning.

By Rail:

The nearest mainline station is Worcester Foregate Street, which has a direct link to London Paddington and regular services to The West and West Midlands.

Exit the station and turn right. Keep to the right hand side pavement and follow the road out of Worcester for 5 minutes. RGS Worcester will be on your right hand side.



RGS Worcester | RGS The Grange | RGS Springfield | RGS Dodderhill

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