

The Department

As a successful full boarding school with a comprehensive programme of co-curricular activities, Sherborne Girls has seen an increasing demand for local and national transport for groups of pupils and staff. The school currently has a pupil transport fleet consisting of four minibuses, three MPVs and a two saloon cars, supplemented by hired-in vehicles as and when required. There is an ongoing programme of vehicle replacement (and, where appropriate, expansion) to maintain a fleet that is responsive to the school's needs and to a standard appropriate to a highly rated independent school. Whilst most of the requirements for vehicle drivers are met by academic and pastoral staff, a small Transport Department exists to supplement this to deliver a responsive service supporting a wide range of school activities and to coordinate the use of transport across the school. Many of the school's transport needs exist out of normal working hours at evenings and weekends. As part of the wider Sherborne Schools Group, the Transport Department also supports cross-group transport of pupils in Sherborne School, Sherborne Preparatory School and Hanford School.

	
Job Description for Casual Driver / Chaperone (Zero Hours Contract)	
<p>The Group and its constituent schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.</p>	
Summary of the Role:	<p>Driving school and hired-in vehicles to support planned and ad-hoc activities, primarily medical and other appointments for pupils in the local area, but possibly including longer distance journeys.</p> <p>Where required, to provide support to pupils at appointments.</p>
Responsible to:	<p>Transport Manager</p>
Main Duties and Responsibilities:	<p><u>Main duties</u></p> <ul style="list-style-type: none"> • To drive minibuses, MPVs, cars and other vehicles as required locally, nationally and internationally, in accordance with licences held and training undertaken. • If required, to wait at event venues whilst activities take place. • On a case-by-case basis, if required, to accompany pupils to / into appointments to support them and ensure that appropriate information is passed back to pastoral and other staff. • If required, to provide supervision of pupils during transport, ensuring their safe behaviour. • To communicate with the Transport Manager and other staff to ensure the effective delivery of the transport service to meet customer requirements. • To assist the Transport Manager as required. <p><u>Health & Safety</u></p>

	<ul style="list-style-type: none"> • To cooperate with the school to ensure that appropriate licences, training and other competence requirements to ensure legal and safe use of vehicles are maintained. • To ensure that vehicles are properly checked for safety in accordance with school procedures and maintained in a clean condition. • To ensure that the safety of the vehicle is not impaired by the actions of vehicle passengers or by the carriage of luggage. • To comply with all requirements of road traffic law and the Highway Code and demonstrate a high level of dedication to safe transport. <p>Other</p> <ul style="list-style-type: none"> • To assist the Facilities Management department and Transport Manager as required to support school-based events and compliance requirements. • To undertake such other duties as may be required from time to time. • To promote and safeguard the welfare of children and young persons.
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Person Specification		
	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> • Full category B driving licence (manual gearbox). • At least 4 years' driving experience. • Licence with no more than 6 current penalty points. • Good levels of literacy / numeracy. 	<ul style="list-style-type: none"> • Unrestricted category D1 or D driving licence with certificate of professional competence. • Clean driving licence. • Experience of working in education or with young people. • Advanced driver training / qualification. • First aid qualification.
Skills and Abilities	<ul style="list-style-type: none"> • Effective communication skills, particularly with young people. • Excellent timekeeping. • Commitment to maintaining good working relationships with colleagues. • Ability to cope with changing plans. • Commitment to high levels of customer service. • Reliably able to work unsupervised, using initiative to resolve issues. 	<ul style="list-style-type: none"> • Ability to use basic IT systems.
Personal Attributes	<ul style="list-style-type: none"> • Flexibility to respond to short notice requirements. • Commitment to the school's ethos & values. • Professional appearance. • Discretion. 	<ul style="list-style-type: none"> • Availability for work at a variety of times, including normal working hours, evenings and weekends.

Additional Information

Salary: £11.44 per hour

Hours of work: This is a casual position on a zero hours contract basis. Multiple appointments are expected to be made, to provide adequate cover. Actual hours of work will depend on the successful applicant's availability. Candidates should be available to undertake training during school INSET periods when required. Term-time only working may be available.

Pre-employment checks and Probation:

The successful applicants' appointment will be subject to successful completion of a probationary period and full pre-employment checks. Sherborne Girls will conduct online searches for shortlisted candidates. This check will be undertaken based on the requirements set out in Keeping Children Safe in Education 2024. The check will help the us to ensure safe and robust checks on the suitability of individuals to work within our School. *To minimise unconscious bias or potential discrimination issues, a person who will not be on the appointment panel will conduct the search and will only share information if and when findings are of concern.* A panel may explore any concerns passed to them as part of our due diligence process. .

Benefits:

- Possibility of fee remission
- Membership of the School's pensions scheme
- Free onsite parking
- Free lunches provided during term time
- Reduced price membership at Oxley Sports Centre

Application Process:

Applications will be reviewed as they come in and interviews will be held on an ongoing basis.