



ABINGDON
PREPARATORY SCHOOL



JOB PACK

Minibus Drivers

**Early applications are encouraged
and will be reviewed upon receipt**

Abingdon Preparatory School, Josca's House, Kingston Road, Frilford, Abingdon, Oxfordshire, OX13 5NX
01865 391570 www.abingdon.org.uk/prep

Message from the Head, Craig Williams

Thank you for your interest in Abingdon Prep School. I am delighted that you are considering our School and I hope that you will want to apply for this post once you have found out a little more about us.

I encourage you to spend time looking at our website, <https://www.abingdon.org.uk/prep/>, as this will tell you a lot about us and give you an insight into our school. To fill you in on a few important features, Abingdon Prep (previously Josca's) is an independent all boys' day school with around 220 boys aged 4 to 13. Abingdon Prep, along with Abingdon School, forms the Abingdon Foundation. We employ around 400 teachers and support staff across the Foundation. The Board of Governors oversees both establishments.



Admission is by selection and we are a popular choice for Oxfordshire families. Many are attracted by our academic standards, certainly, but also by the huge and dynamic 'Other Half' (extra-curricular) programme we offer. All staff participate in the programme and the School places considerable importance on the many benefits of the Other Half and its role in developing the whole person. In Year 7 and 8 our boys follow our Abingdon Prep Plus (AP+) curriculum. Approximately 90% of the boys go onto Abingdon School. Boys also enter Radley College, Magdalen College School and Cokethorpe amongst others. In the past 5 years 38 scholarships have been achieved to Abingdon School and other senior schools across all areas of the curriculum - Academic, Art, Drama, Music and Sports. We pride ourselves on having a strong community ethos and all families and staff play their part in making our school feel warm and welcoming.

Abingdon Prep occupies a large rural site approximately 5 miles west of Abingdon. Our facilities are enviable, with expansive and very well-maintained playing fields, an Astro turf Multi Use Sports Area, large and bright classrooms, sports hall, assembly hall and separate drama studio. In September 2022, we have opened a new block with a fantastic Design and Technology lab, alongside a new Music Centre, new library and 4 new classrooms. We are extremely well resourced in every area.



We want an Abingdon Prep boy to be engaging, motivated and delightful to know. We encourage confidence without arrogance and generate a safe academic atmosphere that enables boys to push their own limits and reach their potential. We encourage a professional warmth and respect between the boys and staff and we place great importance on regular communication with parents.

The School day runs from 8.25 am to 3.30pm (Pre-Prep) or 4.10pm (Yr 3-8), with there being Other Half activities at lunchtime and until 5.15pm. All teaching staff are expected to contribute fully to the Other Half programme throughout the week. Teaching staff will need to be available from time to time on a Saturday for events such as Open Days and sports fixtures, and occasionally after school for events such as Fireworks Night and parents evenings.

We are a thriving, happy school and we look to the future with great excitement and pride. I am always looking for high calibre professionals, who love teaching, to join us and work with our wonderful boys.

I do hope that you will apply. I recognise that much time and thought goes into preparing an application and please be assured that we in turn, will give your application serious consideration. I look forward to hearing from you.

Craig Williams

Craig Williams
Head



JOB DESCRIPTION

Relief Minibus Driver

Location: Abingdon Preparatory School (APS)
Department: APS - Transport
Reports to: APS Minibus Coordinator

THE ROLE

Abingdon Preparatory School provides an extensive transport service for pupils attending the school. The Relief Minibus Driver will support the transport team on an ad hoc basis.

The minibuses are used every day of the school year and the driver is responsible for the safety of the children inside the minibus until their arrival at school, or delivery back to their parents after school. A very high level of care of the pupils is expected.

In addition to the above, the driver is responsible for reporting vehicle defects, faults, incidents and accidents. They are also responsible for the cleanliness of their vehicle and checking roadworthiness.

Drivers are provided with a fuel card and are expected to refuel their vehicle as required.

Successful applicants will be required to undertake a Minibus Test which will be arranged by the School.

DUTIES & RESPONSIBILITIES

The Relief Minibus Driver will be offered work according to the needs of the School. This might include covering morning and/or afternoon runs, moving minibuses between sites, taking minibuses to be serviced, or transporting pupils for trips and one-off events.

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post. Duties will include, but not be limited to -

- To take responsibility for the safe pick up, carriage and drop off of pupils using the minibuses
- To check their vehicle and report any vehicle defects, faults, incidents and accidents through the Vectare app
- To take responsibility for the cleanliness of their vehicle, inside and out, cleaning weekly
- To ensure their vehicle is fuelled
- To attend training as required

In addition to the above, all staff share responsibility for achieving safe working conditions. The postholder must take care of their own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.

The postholder has a responsibility under health and safety legislation:

- To cooperate on all matters related to health and safety including the investigation of any incident.
- To use any equipment or personal protective equipment (PPE) provided for them correctly, in accordance with training and instructions. To ensure that any equipment fault or damage is reported immediately to the line manager. No member of staff should attempt to repair equipment unless trained to do so.
- To report any health and safety concerns to the line manager as soon as practicable.
- To report any accidents and injuries at work however minor.
- To be familiar with the fire safety instructions displayed on notice boards and near fire exits in the workplace.
- To read and confirm understanding of the Foundation's Health and Safety Policy.

PERSON SPECIFICATION

Essential

- Full driving licence (maximum 3 penalty points)
- D1 entitlement or a D or D1 PCV licence
- A demonstrable commitment to maintaining high standards in Health and Safety and the care of pupils using school minibuses
- Has a positive and friendly attitude
- A reliable, calm and responsible approach to work
- Good communication and interpersonal skills and able to communicate effectively and appropriately with pupils, parents and staff
- Able to work cooperatively with others as part of a team
- Able to use IT (including email and electronic bus sign in system/Vectare app)
- Willingness to undertake training as required
- Displays commitment to the protection and safeguarding of children and young people
- Values and respects the views and needs of children and young people
- Committed to the principles of equity, diversity and inclusion.

Desirable

- MiDAS qualification
- Experience in minibus or other passenger vehicle driving for children or young people

TRAINING REQUIREMENTS

The following mandatory training will be provided:

- Emergency First Aid at Work
- Cyber Security Training
- Equality, Diversity & Inclusion
- Fire Awareness
- Fire Extinguisher practical
- Health & Safety Induction
- Lone Working
- MiDAS (Minibus Driver Awareness Scheme)
- Prevent Training
- Safeguarding Training (Triennial)
- Sexual Violence and Harassment

HOURS OF WORK

Work will be offered on a casual, variable hours basis with no obligation on either side. In 2023, the average monthly hours worked were 26, ranging from 7 to 59 hours per month.

Where the Relief Minibus Driver is offered and accepts a morning run, they will complete their run before 8.35am when school commences. For the afternoon run afternoon drivers need to be at the school by 4.00pm for a prompt departure at 4.20pm.

SALARY

The hourly rate is **£15.03 per hour** (inclusive of holiday pay).

NOTE

For an informal discussion regarding the role please contact Lee Edwards, Transport Coordinator via email lee.edwards@abingdon.org.uk.

HOW TO APPLY

If you would like to apply for this position you will need to register and apply on our recruitment portal via the following link: [Recruitment Portal](#)

Completing your application

- Please read all the information provided before completing your application.
- Please note that prior to submission of your application you may be required to upload a covering letter which provides you with an opportunity to introduce yourself and explain your motivation for the role. This can be especially important if your circumstances are such that a significant pay change, career change or relocation is involved. The notes section of the Job Profile document will confirm whether a covering letter is required for the role.
- Please do not send testimonials, certificates or examples of work etc., unless specifically requested in the Job Pack.

References

All offers of employment within the Foundation are subject to the receipt of a minimum of two satisfactory references. One of the references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children. **If you are or have been employed within a school, then one reference must be from the Head of your current school, or the last school at which you worked.** Neither referee should be a relative or someone known to you solely as a friend.

Shortlisted applicants for support posts are advised that references **will** be taken up prior to interview unless you ask us not to. We will assume it is acceptable to contact your references at any time unless advised otherwise.

Online Searches

In line with Keeping Children Safe in Education, we will carry out an online search for all shortlisted candidates. Any relevant incidents or issues involving candidates that are publicly available online (including information contained in social media accounts) and identified during the search may be explored at interview. The purpose of carrying out online checks is to comply with the KCSIE recommendation that Schools review information to assist any decision as to the candidate's suitability to work with children and young people. Abingdon Foundation is an Equal Opportunities Employer and seeks at all times to ensure that its processes do not unlawfully discriminate against any prospective employee.

Interview Process

If you are invited for interview your visit will involve a brief session with our Human Resources Department, in order to undertake a number of checks we are required to carry out by the Department for Education (DfE).

These checks include the requirement for a satisfactory criminal records check at enhanced level through the Disclosure and Barring Service (DBS). A list of valid identity documents will be sent to you in advance of your interview.

In addition, we require evidence of the following:

Identity – passport or photocard driving licence

Address – document from Group 2b of the DBS List of Valid Identity Documents with current address

Right to Work in the UK – passport or full birth certificate

Qualifications - original documents confirming any educational and professional qualifications you refer to in your application

Overseas Checks – if you have worked or been resident overseas for three months or more in the previous ten years please bring original copies of any overseas police checks that have already been completed

If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) you will be required to provide documentary evidence of the change.

During your visit with our Human Resources Department, if you have not done so already, you will be required to sign your application form in order to declare that the information you have given is accurate and true.

In the event that you are unsuccessful please be assured that photocopies of documents taken will be destroyed.

Interviews are conducted in person and will explore your suitability to work with children. On occasion, applicants will be invited to participate in a preliminary online video interview.

As well as a face to face interview, if relevant to the role, the selection process may include some other form of assessment e.g. administrative test, demonstration of practical skill, a presentation etc.

Conditional Offer of Appointment

Any offer to a successful candidate will be conditional upon the following:

- verification of identity;
- verification of qualifications and professional status;
- a satisfactory criminal records check at enhanced level through the Disclosure and Barring Service (DBS);
- a check against the Barred List;
- a Prohibition from Teaching check (if applicable);
- a Prohibition from Management check (if applicable);
- where the successful candidate has worked or been resident overseas for three months or more in the previous ten years, such checks and confirmations as the School may require in accordance with statutory guidance;
- verification of the right to work in the UK;
- receipt of at least two satisfactory references;
- a check for gaps in your employment history;
- verification of medical fitness - completion of a medical declaration and satisfactory medical examination in certain circumstances;
- satisfactory completion of the probationary period.

Safeguarding

All adults working at Abingdon should be aware of their responsibility to safeguard and promote the welfare of every pupil, both physical and emotional, inside and outside school. This involves ensuring that pupils are protected from significant physical or emotional harm and that there is a positive commitment to ensure the satisfactory development and growth of the individual. Everyone working at Abingdon should be aware of and, when necessary, follow the school's Safeguarding Guidelines, which are in line with [Keeping Children Safe in Education 2023](#), [Prevent 2023](#), [Working Together 2023](#) and the Department of Education's (DfE) and Oxfordshire Safeguarding Children Board's (OSCB) practice and procedures (these are available online at <http://www.oscb.org.uk> and also refer to <http://schools.oxfordshire.gov.uk/cms/content/safeguarding>).

All new members of staff, including volunteers, agency workers and contractors are provided with the following documents and required to sign a declaration to confirm that they have read and understood them before they start work and at regular intervals thereafter:

- Keeping Children Safe in Education September 2023 (Part One) and Annex
- Safeguarding Policy
- Staff Behaviour Policy
- ICT (Staff) Policy
- Health and Safety Policy
- Data Protection Policy
- Equal Opportunities Policy

These documents include all the relevant information about safeguarding, KCSIE, codes of conduct, missing children policy and whistleblowing policy.

In addition, individuals appointed to work in an Early Years Foundation Stage (EYFS) setting are required to complete a 'Staff Disqualification Declaration' before they start work and on an annual basis.

Warning

Candidates should be aware that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children. Provision of false information is also an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or DBS, and/or the Teaching Regulation Agency (TRA).

Queries

If you have any queries at all about the recruitment process please contact the Foundation's HR Department on 01235 849136 or recruitment@abingdon.org.uk

We recognise the value of a diverse and inclusive workplace and are committed to equality of opportunity for all staff and job applicants. We aim to ensure that our staffing at all levels and in all roles is diverse and we welcome applications from all backgrounds and all sections of the community.