



PENDLE VALE COLLEGE

Minibus Driver

Candidate Information

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Dear Candidate

Welcome to Pendle Vale College. I am delighted that you are considering our College as a new career opportunity.

We are fortunate to have a modern, innovative, and fantastically well-equipped College; a £32million new build project in 2008, the facilities at Pendle Vale College are second to none. The building remains modern and innovative in design and is an exciting environment in which to work, however the College is more than bricks and mortar – our school is made up of over 1000 students and over 100 colleagues who all attend school each day to learn, grow and improve. Our facilities provide first rate teaching and learning opportunities that give our students and teachers a clear advantage and that results in consistently good outcomes.

Our college is made up of a team of highly committed, motivated, dedicated and professional colleagues both teaching and non-teaching, who each individually make a significant and positive difference to the lives of our students. As Headteacher, I am extremely proud of our college and the colleagues and students with who I share the vision to make this a special place for adults and young people to teach and learn in.

Colleagues at Pendle Vale benefit hugely from working in an environment that is supportive, challenging and rewarding. We pride ourselves on welcoming new staff with an excellent induction programme whether you are joining us as a newly qualified or experienced candidate.

Whilst recognising that the College exists for the benefit of the students, we aim to be a place where staff can also realise their ambitions and potential and further develop their careers. We aim to be at the cutting edge of change and engage in high profile projects and developments that enable our students, and staff, to achieve the most that they possibly can while working or studying here. We are outward facing and strive to learn from and assimilate the very best practice and research. We really want to hear from those colleagues who are exceptional in what they do and who truly believe that they can make a positive difference to our college.

We know that Pendle Vale College is and will continue to transform the education and life chances of our young people. By working together as a team, we aim to develop happy, confident and independent learners ready to take their place in the modern world.

We have a modern, flexible, and responsive curriculum, which actively encourages our students to be responsible for their own learning and ensures that they are being stretched and challenged and appropriately prepared for their future learning. We know our students very well indeed and strongly and confidently believe that we are meeting their current and future needs.

As Headteacher, I believe that a team of people work best when they are working together towards a common goal. Pendle Vale College is an enjoyable and rewarding environment in which to work. There are significant career opportunities for colleagues and promotion is actively supported and encouraged. Our team ranges from early career teachers to experienced candidates who have reaped the benefits of working at our college.

We are a modern and contemporary College that wants to attract colleagues who have ideas, who are inspirational, innovative and who are truly dedicated to the development of our young people. If you have what it takes to take a forward-thinking College to the next level, then we look forward to reading your application and hopefully from there calling you to interview.

Our story is one of continued and improving success. We pride ourselves on being a strong, vibrant, and confident community. Don't just take our word for it, we warmly welcome visitors and prospective applicants to arrange a visit, meet with significant colleagues and see for yourself.

Ofsted

Ofsted last visited us in November 2021 and confirmed that Pendle Vale remains a Good school. A copy of this Ofsted Report can be found on our college website.

Community and Surrounding Areas

Pendle Vale College has a good location, situated just five minutes from the M65. Easily accessible from larger towns and cities of Manchester, Preston, Bradford, and Huddersfield, it is also in close proximity to the smaller rural communities for Pendle, Colne and Skipton. Nelson is under an hour away from the Lake District and North Yorkshire Moors.

If you are interested in moving the College forward within a focussed team who are highly committed to serving its students, staff, and community, then I welcome your application. Please submit the Teaching Staff application form, available on our website or from Hays, along with a letter of application of not more than two A4 sides, detailing how your experiences and impact to date qualify you for the post and how you see the role developing.

I look forward to receiving your application.

Mr. Oliver Handley
Headteacher

JOINING PENDLE VALE COLLEGE

We recognise that people are our most valuable resource, and we support them in being effective in their role by providing the following benefits:

- **Professional Development** – Pendle Vale is committed to developing staff within their roles and creating continued fantastic opportunities for further career progression through our weekly CPD sessions as well as access to NPQs and other professional qualifications.
- **Pension Scheme** – Every employee here at Pendle Vale has access to the Teachers' Pension Scheme or the Local Government Pension Scheme.
- **Well-being Benefits** – Through our wellbeing provider, staff can access a number of generous well-being benefits including Physiotherapy, 24-hour GP Helpline, Cancer Support, Stress counselling support and Weight management
- **Cycle to Work Scheme** – Pendle Vale has joined this scheme to provide staff with the opportunity to take advantage of the salary sacrifice tax-relief arrangement. For more information, eligibility criteria and details on how to apply, please contact the central HR Team
- **Annual Flu Vaccinations** - Annual Flu Vaccinations offered for free to all members of staff Subject to eligibility.
- **Gym Facilities** - Staff here are able to access the Gym facilities before and after school free of charge.

PENDLE VALE COLLEGE

Minibus Driver

20 hours per week

Term time only – 38 weeks + 1 Day Training

Grade 3, SCP 3-4, Salary - £24,027 – £24,404 pro rata

Actual Salary - £10,981 - £11,154 approx.

The College is looking for a reliable and dedicated school minibus driver to join our dedicated team here at Pendle Vale College.

The ideal candidate will be primarily responsible for transporting our students safely and efficiently to alternative provision, this will be based on 2 hours in the morning and 2 hours in the afternoon. Other driving duties may be available during the day depending on the school's needs, attracting additional pay.

This role requires excellent driving skills, a strong sense of responsibility, and the ability to communicate effectively with all stakeholders.

It is essential that you hold a clean Driving Licence, and the post will be subject to enhanced DBS.

If you are a motivated individual with a passion for driving and delivering exceptional service, we encourage you to apply for this exciting opportunity as a Minibus Driver.

For an informal discussion on this post, please contact Mrs. Racheal Wilson, School Business Manager on 01282 682240 or r.wilson@pendlevale.lancs.sch.uk.

If you are interested in applying for this position, to apply via our Every Recruitment Portal please click the following link:

<https://candidates.every.education/Vacancies/Details?advertKey=1e3bd745-9b23-4122-b5ac-0bc002114f81>

Closing date for applications – Friday 25 April 2025

Interviews – TBC

Pendle Vale College is committed to the health, safety, and welfare of its students.

All posts are subject to an Enhanced DBS disclosure. Please note that in line with Keeping Children Safe in Education 2022 an online search will be carried out as part of our due diligence on shortlisted candidates.

JOB DESCRIPTION	
JOB TITLE:	Minibus Driver
GRADE:	Grade 3 Operative/Support
LOCATION:	Pendle Vale College
RESPONSIBLE TO:	College Business Manager
JOB PURPOSE: The main objectives to be achieved by the Postholder	
<p>The minibus driver will be responsible to the college business manager. The role will be primarily to drive one of the school's minibuses to transport students safely to and from Alternative Provision in a responsible and competent manner, ensuring the safety of the students, other road users and members of the public.</p>	
JOB PURPOSE: The main objectives to be achieved by the Postholder	
Duties and Responsibilities:	
<ul style="list-style-type: none"> ▪ Collect students before the start of the school from Pendle Vale and deliver to Alternative Provision ▪ Collect students at the end of the day from Alternative Provision and return to Pendle Vale ▪ Responsible for the safety, comfort and welfare of the children. All children must have their seat belts fastened at all times. ▪ Prior to all journeys, carry out safety checks of the vehicle. Refuel the vehicle as required and maintain a high standard of vehicle cleanliness. ▪ Maintain accurate record of vehicle usage. ▪ Report any vehicle defects, faults, incidents and accidents promptly to the college business manager ▪ Complete appropriate paperwork ▪ Attend and complete training as required ▪ Adhere to the school's safeguarding and child protection policies and procedures, in addition to the staff code of conduct at all times. ▪ To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information. 	

The above form sets out the area of work in which duties will generally be focused and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

This college is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

PERSON SPECIFICATION	
Minibus Driver	
Key Skills & Knowledge	Essential/Desirable
<ul style="list-style-type: none"> ▪ Full, clean and valid Driving Licence ▪ Experienced and confident in driving minibus ▪ Able to maintain accurate vehicle and user records ▪ Competent to undertake daily and weekly vehicle checks and carry out basic maintenance ▪ MIDAS Training and/or Advance driving training 	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>
Personal Qualities	
<ul style="list-style-type: none"> ▪ Pro-active, approachable, friendly, polished and professional ▪ Ability to communicate with and relate to children and be sensitive to their needs ▪ Honest, punctual and reliable, including a strong work ethic ▪ Able to work unsupervised and use initiative yet also work well as a team ▪ Willing to undertake the necessary training to carry out the role and enhance the services delivered by the school ▪ Flexible – with hours and happy to turn their hand to a wide range of duties 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>
Commitment to Safeguarding and Welfare	
<p>Pendle Vale is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.</p> <p>At all times the Minibus Driver will:</p> <ul style="list-style-type: none"> ▪ Help to safeguard the student's wellbeing and maintain public trust in the teaching profession ▪ Help to provide a safe environment in which the children can learn ▪ Help to identify students who may need extra support or who are suffering or are likely to suffer significant harm. ▪ Promptly raise any concerns to the schools designated safeguarding Lead and work with other services ▪ Attend the relevant child safeguarding training and other mandatory induction training as required by the school 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Promoting Health and Safety and Wellbeing of Student and Staff	
<ul style="list-style-type: none"> ▪ Maintain awareness of, and comply with, the school's Health & safety policy. ▪ Where appropriate, conduct and document risk assessments in their area of responsibility. 	<p>E</p> <p>D</p>