



**ALDRO**



# **Minibus Drivers**

*Required for September 2020*



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## General

Aldro is an outstanding boys' day and boarding preparatory school near Godalming in Surrey. There are about 175 pupils aged 7-13 in the school; approximately 60 of them board, many dayboys becoming boarders in their final two years. The majority of boys will take Common Entrance at 13+, but the school also has an outstanding record of academic excellence with many scholarship awards won at 13+: 50 academic awards have been won over the past four years to schools such as Charterhouse, Tonbridge, Cranleigh, Eton, Harrow, Radley, The Royal Grammar School (Guildford), Sherborne, Shrewsbury, Wellington and Winchester.

The school offers excellent career progression, mentoring and opportunity to develop your interests and immerse yourself into the wider curriculum and become part of the Aldro family.

Aldro is also committed to breadth of education and excellent results are achieved in sport, music, drama and chess. In recent years boys have won a number of scholarships to their senior school for Art, Music and Sport amongst others. The school runs an extensive activity programme ranging from cookery to pistol shooting, dodgeball to origami are available for boys to pursue. Aldro's Christian foundation is a central part of the school's ethos, underpinning the values of the school; an attractive Chapel is amongst the excellent facilities available which include a new multi-purpose sports hall and a fully equipped theatre. Further details about the school can be found on our website.

Benefits include free parking on site, inclusion in the IAPS pension, working in beautiful surroundings within a friendly team.

This is a part-time/ term time only role. Salary: between £10-£12 per hour depending upon experience. Aldro is committed to lifelong learning and supports the development of staff at all levels.

Appropriate certification should be brought to the interview.

**Please send the completed Application Form (no CVs please) to:  
Mrs Victoria Smith, Bursar, Aldro, Lombard Street, Shackleford, Surrey. GU8 6AS  
or email to: [bursar@aldro.org](mailto:bursar@aldro.org) Tel: 01483 813531**

## School Minibus Driver

### Job Description

The School Minibus Driver will be working under the direction of the Estates Manager to safely drive and support the maintenance and cleaning of School's minibuses. S/he will be driving the school bus routes in the morning and early evening and may be driving pupils to matches on Wednesdays, Thursdays and Saturdays (afternoon only). As well as the specific duties outlined below, there is also scope for some role in other areas of school life if this would be of interest. The Minibus Driver should be in sympathy with the ethos and aims of Aldro.

#### Main duties

- Safe transportation of pupils to School in the morning and home in the evening via agreed pick up points
- Safe transportation of pupils to Sporting fixtures or other events being held away from School, as per weekly transport sheet issued by the Estates manager
- To carry out first use checks daily for any vehicle to be driven; to complete either a NIL defect sheet or report any defects found before driving any vehicle off site
- To report any defects which appear whilst driving as soon as it is safe to do so, and record in the off-site defect duplicate book
- To ensure the vehicle is kept fuelled, and clean; to ensure all receipts are handed into the Estates office within one week of purchase
- To report any incidents involving the vehicle or passengers immediately to the Estates Manager
- To report any problems with the children during the journey to the Estates Manager
- To ensure appropriate use of tachograph (if applicable)
- To promote and safeguard the welfare of pupils during the journey and at the School

#### Working Times

- This is a term time only role
- Mornings 6:30 a.m. to 9.00 a.m.
- Afternoons 5:30 p.m. to 7p.m.
- Occasional Wednesdays, Thursdays and Saturdays – timetable will be published by the Estates Manager, which may be subject to change depending upon fixtures (likely to be from 1pm)

#### Requirements

- At least 10 years driving experience
- A valid full, clean driver's license with a D1 category
- Driver's CPC

Closing date: rolling recruitment process  
Interviews: as required

Aldro is an equal opportunities employer and committed to safeguarding and promoting the welfare of the children and young people. We expect all staff and volunteers to share this commitment. This post requires an enhanced check from the Disclosure and Barring Service.



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