



St Catherine's BRAMLEY

Patron: Her Majesty The Queen Consort

Headmistress: Mrs AM Phillips MA Cantab

Charitable Objects of St. Catherine's School

The Objects for which the Company is established are to promote and provide for the advancement of education by providing, conducting, governing, carrying on and maintaining in the United Kingdom, or elsewhere, a boarding or day school or schools for girls in which the teaching shall be in accordance with the principles of the Church of England.

Child Protection Statement - St. Catherine's is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and an enhanced DBS with barred list check.

The post-holder will be responsible for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact and must adhere to and ensure compliance with the School's Child Protection Policy at all times. If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he/she must report any concerns to one of the School's Designated Safeguarding Leads.

Job Description for Minibus Driver Casual Part-Time position

About St Catherine's School

St Catherine's was founded in 1885 and in 2020 celebrated 135 years of successful education for girls. The School is an Independent Church of England Day and Boarding School, in membership of the Girls' Schools' Association, with 885 pupils aged between 4 and 18. The Prep School has 245 pupils aged 4 to 11 and the Senior School 640 pupils aged 11 to 18, of whom some 170 are in the Sixth Form and 120 are boarders aged 11 to 18. The School is situated in a 25-acre site in the village of Bramley, three miles south of Guildford off the main Horsham Road (A281) and in the Surrey Hills Area of Outstanding Natural Beauty.

St Catherine's is a selective academic girls' school which prides itself on its excellent A Level results and the university places which all its leavers secure, including good numbers at Oxbridge. However, this is not at the expense of our commitment to the broader ideal of an all-round education for all our pupils, which will prepare them for full and happy lives as well as successful careers.

The School was inspected for Compliance and Quality of Education in October 2016 by the Independent Schools Inspectorate and the report may be viewed [here](#). A compliance inspection in October 2019 found all the Independent Schools Standards Regulations and National Minimum Standards for Boarding fully met. Our Good Schools Guide Reviews can be found [here](#).

We seek to appoint, to start as soon as possible, a Minibus Driver to work part-time casual hours according to the School's need and the successful applicant's availability.

Personal and Professional Qualities Required

The successful applicant for this position will be an experienced driver with a clean Driving Licence. He/she will be part of the facilities team and will work alongside other members of the team at times.

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Previous experience is advantageous but not essential. A D1 category on their licence is essential and an ability to be able to commit to a flexible pattern of ad-hoc working times. A lively sense of humour and a professional readiness to work with the team to meet agreed deadlines will ensure job satisfaction in this post at St Catherine's School.

The person needs to have a friendly, approachable manner and ideally be in possession of a valid First Aid Certificate. He/she should be able to work autonomously, demonstrate effective communication skills and have the ability to react calmly and confidently in a crisis. The appointed person must be capable of and enjoy working with children of all ages.

Any relevant qualifications and/or accreditations should be itemised clearly on the application form.

The Department

The management of the Business Centre department is led by the Chief Operating Officer who is responsible to the Governors and the Headmistress for the smooth running of the School's buildings, grounds, fabric, commercial lettings, and day-to-day management of the Finance Department. Financial responsibility lies with the Chief Financial Officer. The Chief Operating Officer is a member of the School Senior Management Team.

The Chief Operating Officer is supported by the Business Department PA who is also Clerk to the Governors. Other staff in the department who report directly to the Chief Operating Officer are the Estate Manager, Venue Hire and Sports Club Manager, the School Shop Manager, and the Chief Financial Officer.

All other members of the Business Centre are answerable directly to one of the Business Centre Management team as follows:

Chief Financial Officer:

Management Accountant – Management Accounts/Audit preparation/Composition Fees/Bursaries
Accounts Assistant – School Fees Administrator
Accounts Assistant – Salaries and Purchase Ledger

Estate Manager:

Domestic Services Working Supervisor – Domestic staff
Grounds Manager – Grounds staff
Maintenance Manager – Maintenance staff
Business Department Office Assistant
Estates and Buildings Administrator
Head Gardener (in conjunction with both Headmistresses)

Venue Hire and Sports Club Manager:

Sports Club staff and casual labour for events

School Shop Manager:

Casual Shop staff

The spirit of the Department is collaborative and overlaps between the different areas are managed with clear lines of responsibility but also much consultation between team members. Strong teamwork is essential and appropriate regular meetings are held between key personnel at which tasks are delegated to the team as appropriate. Good communication skills are very important.

The Department is based in the Business Centre adjacent to the School Dining Room. The accommodation consists of a suite of offices for the Chief Operating Officer, the Business Department's PA/Clerk to the Governors, Estate Manager, and the Chief Financial Officer. The Accounts team is based in a further office, and the Domestic Services Manager, Grounds Manager and Maintenance Manager are based in the Facilities Office.

Practical Information about the Post

This is a part time casual post with hours as required to be agreed between the School and the post holder.

Line Management

The Minibus Driver is a part-time colleague, with some duties in unsociable hours. He/she is responsible to the Estate Manager.

The main duties and responsibilities of the Minibus Driver include:

- Escorting and driving girls to and from sports events or other extra-curricular activities where the member of staff leading the activity is not a minibus driver
- Collecting and dropping off girls from airports

Health and Safety:

- The applicant will need to be aware of all Health and Safety and Medical policies within the school affecting staff, children, and the environment, and bring to the attention of the school any breaches thereof.

This is not a static or exhaustive list of duties and is provided to give an overview of the role and responsibilities required. The person appointed will be required to be flexible to meet the transport needs of the whole school community. He/she is also encouraged to propose initiatives to improve or update processes and procedures in response to any perceived need.

Other Duties

Other duties as directed, and which might reasonably be regarded as within the nature, responsibilities and grade of this post as defined and as directed by the Estate Manager.

Staff Induction, Staff Review and Continuing Professional Development

All new staff are given electronic access to a Staff Handbook and School Policies well ahead of their joining the School and are given induction training in their first week of work

The School is committed to the continuing professional development of its staff and there is an annual review procedure, conducted by a line manager. INSET opportunities are provided for the whole staff three times a year, and for individual staff, often arising out of discussions during the annual review.

St Catherine's School is committed to the proper Safeguarding of its students. All staff are required to undertake Child Protection Training as part of their induction and every three years thereafter.

Remuneration

Salary will be based on the St Catherine's Casual Staff Salary Scale and will be commensurate with the qualifications and experience of the candidate.

Where applicable, non-teaching staff in the School are auto enrolled into the Stakeholder Pension Plan on recruitment. St Catherine's School will pay a varying percentage into the plan, dependent on the employee's contribution. Further details are available from the Business Centre.

Other Benefits

Lunch is provided daily if you are working at the school at this time of day. All staff enjoy access to the School's leisure facilities for a small one-off joining fee: pool, tennis courts, squash court, fitness suite - when these are not in use by the girls or other visiting courses. Other meals will be provided if staff are required to work during the evenings. Other meals such as breakfast and supper may be taken regularly for a very modest charge, payable in advance.

Applications

The application form should be returned to the HR Administrator, Miss Nicky Johnston and should take the form of:

- a letter of application relating to the specific job description for the post,
- the completed Application Form provided with these details/found on the School website at www.stcatherines.info/welcome/job-opportunities
- a curriculum vitae if you wish to submit one to complement the above documents

Candidates will have their applications acknowledged and if you do not hear from us after a few days, please contact the HR Administrator by email on jobapplications@stcatherines.info.

The recruitment for this position is ongoing. We will recruit as soon as we find a suitable person/persons. Applications will be assessed in order of receipt and interviews may occur at any stage after applications are received. We reserve the right to withdraw the position if an early appointment is made. Please therefore apply as soon as possible.

Thank you for your interest in St Catherine's School.

Chloe Stoneham
Chief Operating Officer
March 2023