



Prior Park Schools

Post: Minibus Driver

Reporting to:

1. Transport Manager
2. Transport Lead Driver/Supervisor

Prior Park Schools

Prior Park Schools is a family of Christian schools based in Bath and Gibraltar. Together, the Schools offer education for pupils aged between 3 and 18. Since the establishment of Prior Park College in 1830, the family has grown, with The Paragon School joining in 2006, and Prior Park School Gibraltar being opened by Prior Park Schools in 2016.

The Schools' Mission is to steward a thriving family of communities with love for the young people they serve at their heart. These vibrant communities cultivate creativity, foster integrity, and transform lives.

Across three sites, the Schools educate over 1100 young people of all faiths and none. The values underpinning the Mission and the Schools' educational offerings are Curiosity, Generosity, and Courage. The Schools believe that quality education changes lives and that outstanding schools are engines for positive social transformation.

Our Schools provide excellent teaching, equipping our young people to leave for a variety of exciting destinations. The success of what the Schools do in the classroom is intertwined with their co-curricular offerings. The young people undertake a wide variety of activities, which, in addition to being fun, challenge them to persevere to succeed. We work together imaginatively and courageously to hone the skills our young people need to forge their place in the world.

Prior Park Schools (PPS) have long been renowned for the quality of their pastoral care. Grounded in the love that sits at the centre of our Mission, our pastoral ethos allows young people to feel safe and secure to challenge themselves, to learn who they want to be, and to discover the difference they want to make.

Each of the Schools' Heads are supported by a Leadership Team, who together lead the day-to-day educational business of their respective schools. The Board of Trustees provides governance and support for the Heads and their schools via a number of Advisory Committees which include Local Boards for each of the schools, the Finance, Audit, Investment & Risk Committee (FAIR), an Education Committee and Safeguarding oversight.

The Executive management of the schools is devolved to the Prior Executive Board (PEB) which comprises the Heads of each constituent school and The Director of Operations & Finance. The PEB drives the strategic development of PPS, ensuring that it is on track to deliver its Vision and thereby remains a market leader in independent education.

Purpose of the Role

Working as part of a team and reporting to the Transport Manager, through the Transport Lead Driver/Supervisor, the Minibus Driver will play a daily and important part in the safe driving, of children and staff with routine checks and maintenance where appropriately qualified, (training will be provided) in support of Prior Park Schools. The Minibus Driver is a key role providing a reliable minibus service for our pupils, transporting them to and from the School, following routes and timetables as instructed. You may also be required to take on additional driving duties from time to time to support termly airport transfers, additional school activities and events during the week with some weekends.



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Contacts

The Minibus Driver can expect to have a wide range of contacts with stakeholders both within and beyond the organisation. Contact with the external stakeholders (parents) is of particular importance.

The Role

The Minibus Driver will report directly to and be line-managed by the Transport Manager. In their work the post holder will have day to day responsibility of a home to school and school to home route, Paragon shuttles and some sports fixtures or events across both Bath Schools.

The role is based predominantly at Prior Park College but travel to other locations may be required as part of wider Prior Park Schools work.

The main areas of responsibility are:

- To ensure all children are escorted and delivered safely to school on time in line with all Health & Safety and Safeguarding policies and procedures.
- To drive the school mini-bus with utmost care and attention at all times in line with the requirements of the Highway Code.
- To ensure all children are secured safely and seated in line with the law before the vehicle moves.
- To understand your responsibility for safeguarding the well-being of the children who are passengers on the service.
- To be thoroughly reliable and punctual at all times and to use initiative and communicate clearly with the school if traffic problems prevent punctuality.
- To ensure a daily safety inspection is made of the vehicle before use

In addition:

- Current holder of a valid clean driving licence with D1 entitlement
- At least 2 years' driving experience due to insurance requirements
- Able to demonstrate the ability to interact appropriately with young children and able to adjust communication style
- 'Outstanding Customer service' skills - pleasant and co-operative at all times
- Be able to uphold all health and safety and safeguarding procedures at all times
- Be courteous, caring and cheerful with our young passengers

Line Management

The Minibus Driver has no direct line management responsibilities.

The tasks listed above are not exhaustive and other additional, reasonable duties falling within the capabilities of the post holder may be required, depending on the needs of PPS.

JD reviewed August 2024

Professional Specification and Personal Attributes

The post holder will be personable, a good leader, have good time management, be calm under pressure and patient.

The post holder will be required to either hold, or be willing to gain appropriate, First Aid qualifications.

	Essential	Desirable
Qualification	<ul style="list-style-type: none"> • Current holder of a valid clean driving licence with D1 entitlement • Possession of a current first aid qualification. • MiDAS Certificate and have a D1 entitlement on your driving licence then your application would be highly desirable. 	<ul style="list-style-type: none"> • Educated to A level or equivalent any professional memberships. • MIDAS training would be an advantage but can be provided but will need to be maintained.
Experience	<ul style="list-style-type: none"> • Experience of driving passenger vehicles is highly desirable, but not essential 	<ul style="list-style-type: none"> • Previous experience of working in a school or other educational establishment
Knowledge	<ul style="list-style-type: none"> • A good understanding of local area • An understanding of maintaining roadworthiness for passenger carrying vehicles 	

Child Protection

All staff employed by Prior Park Educational Trust must be committed to safeguarding and promoting the welfare of children and young people across our 3-18 Trust, both in and out of our Schools. All staff are expected to adhere to and always ensure compliance with the Trust's Child Protection Policy Statement. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Data Protection

In the course of employment at Prior Park Educational Trust, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must be always adhered to. The School is registered under the Data Protection Act 2018 and operates under policies that meet General Data Protection Regulations (GDPR). Staff must not at any time use the personal data held by the school or disclose such data to a third person.



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Special Working Conditions

Prior Park Schools operates a policy under which smoking, including e-cigarettes or vaping, is not permitted anywhere onsite.

Schools are physically demanding environments and the Minibus Driver can expect to be involved in activities which may require physical exertion, as and when required, always observing health and safety regulations and practices.

Support for evening and weekend events may be required in agreement with the Transport Manager for which time off in lieu (TOIL) or paid overtime will be given.