



Vacancy for a Minibus Driver.

Dear Applicant

Thank you for your interest in our vacancy for a Minibus Driver. Please find attached the following documents:

- Job Description (including summary of main terms and conditions)
- Guidance Notes

If you wish to apply for the position, please follow this procedure:

Download and read the Application Form for Non-Teaching Posts (also on the School website) and complete as fully as possible. Please note that under Safeguarding Children requirements we do need full details of your education and employment since 16 with no gaps unexplained. You may include a C.V. but please note that **it will not be accepted in place of the application form**. Include a covering letter explaining why you are applying for the position and how your skills and experience match the requirements of the role.

Completed forms and covering letter should be returned for the attention of:

Personnel and Operations Secretary, Ellesmere College, Ellesmere, Shropshire. SY12 9AB. Alternatively, you can email your application to: louise.jack@ellesmere.com

If you have any queries regarding this vacancy, please call 01691 622321 and ask for Louise Jack, Personnel and Operations Secretary.



Ellesmere College Job Description

Job Title: Minibus Driver

Responsible To: Minibus Supervisor; Director of Finance

Responsibilities:

Covering our regular school mini-bus routes collecting and returning pupils to and from school on specified routes as well as ad-hoc driving runs.

Duties

- Collect pupils at designated points on minibus route in the morning and return them to drop off points in the evening according to the timetable.
- Ensure the pupils are adhering to safety rules such as the wearing of seatbelts, sensible behaviour etc.
- Liaise with parents of pupils on a day-to-day basis.
- Maintenance including:
 - Daily walk round checks, and completion of a daily check form
 - Recording and reporting any faults or damage to the Minibus Supervisor
 - Sweeping out vehicle after details
 - Washing and mopping vehicle weekly or as required.
 - Checking oil and fluid levels, fuel filling, changing light bulbs, checking tyre pressures and other checks specified by the Minibus Supervisor
- Carrying out other transport related duties specified by the Minibus Supervisor

Extra Hours

You may also be invited by the Minibus Supervisor to work extra hours on occasion to drive pupils for school events such as sports matches, airport runs and outings but there is no compulsion or entitlement to do so.

Working Hours

- 20 hours a week. Normal hours (depending on Route): Monday to Friday, 6.30 to 8.30 a.m. and 4.30 to 6.30 p.m. Term time only (33 weeks per year)
- Extra hours maybe worked as agreed with the Minibus Supervisor on other tasks within legal driving hours
- You are not to exceed legal driving hours in force at the time

Training & Development and Requirements

- Must hold a full UK driving licence with category D, D1 or D101 entitlement
- Complete a Minibus Driver Awareness Scheme course (MiDAS)
- Refresher driver training as specified by the Minibus Supervisor
- Must be fit to drive
- You will need to be available to attending mandatory training days / courses, on or off site, as and when required.

Salary

Your salary, will be based on the Support Staff Salary Scale, will be divided equally over 12 months, and payment is made on the last working day of the month.

Holidays

Your holiday entitlement will be 5.6 weeks including Bank Holidays (pro-rata)

Level of DBS Disclosure required Enhanced

This job description is an overview of the main tasks and responsibilities of the post. It may be reviewed as part of the appraisal cycle and may be subject to modifications of amendment after consultation with the post holder.

Guidance Notes for Applicants

Short listing decisions will be made using the application form and this is your only opportunity to tell us about yourself, therefore it is essential that you complete the form as fully as possible and enclose a covering letter demonstrating why you feel your skills and abilities make you suitable for this position.

Please note that a CV will only be accepted when accompanied by a fully completed application form.

General points to be aware of and remember:

Please use the information provided in the job description to assess your suitability for the job. You will need to demonstrate that you have the skills, knowledge and experience necessary to do the job. It will not be sufficient to simply state that you fulfil certain criteria. Therefore, please provide supporting evidence, giving specific examples of how you meet the requirements of the post.

Process

After the closing date, all applications will be submitted to a shortlisting panel. Shortlisting is carefully undertaken by assessing the information provided on the application form and covering letter, against the requirements of the job.

If shortlisted, you will be invited to attend for interview. You may expect to be interviewed by the College Minibus Supervisor and Director of Operations.

Offers of employment

All offers of employment are made subject to the following criteria:

- Proof of eligibility to work in the UK (see below)
- Proof of UK Residency
- Satisfactory pre-employment Health check, which involves the completion of a confidential medical questionnaire. A full medical examination may be necessary.
- Satisfactory Disclosure & Barring Check (see below)
- Satisfactory completion of probationary period
- References that are considered satisfactory to the College

Eligibility to work

The Asylum and Immigration Act 1996 make it a criminal offence to employ someone who does not have permission to be in, or work in the UK. We will therefore not appoint an individual until we have seen evidence that they are eligible to work in this country.

Safeguarding Children (Section 157 Education Act 2002)

We take all practicable steps to safeguard the safety and welfare of children while they are at Ellesmere College and as such the activities of Ellesmere College. All new employees are therefore required to undergo a Disclosure check with the Disclosure and Barring Service (DBS), prior to appointment and at regular intervals during employment at Ellesmere College, as defined in its Code of Conduct.

All teaching, coaching or any post that brings the employee into contact with children is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, spent and unspent, cautions, bind-overs or any outstanding cases must be disclosed.

Ellesmere College will not necessarily bar an applicant from employment due to an unspent conviction; the nature of the conviction and its relevance to the post will be considered, and should be communicated in writing, in a sealed envelope, and addressed to the Head.