



MOOR PARK

JOB DESCRIPTION

Minibus Driver D1 category Driving Licence

Safeguarding

Moor Park is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an Enhanced DBS and other appropriate checks. Moor Park School is an equal opportunities employer.

Background

Moor Park is an IAPS, co-educational, boarding and day school of Catholic foundation accepting pupils from 3 months to 13 years of age. Children from 3 months to rising three are catered for in our Tick Tock nursery/child care setting which runs for 50 weeks in the year. Thereafter, children enter Pre-prep until the end of Year 2. The Prep School completes a Moor Park education before the children leave to the full range of senior schools both locally and nationally. Being a boarding school for the 8- to 13-year-olds, the school operates on a 24/7 basis during term-time.

The school is built around a magnificent 18th century country mansion in approximately 85 acres of stunning grounds which include playing fields, woodland and a lake. It is situated just outside the market town of Ludlow in the beautiful Shropshire countryside.

Moor Park is renowned for its happiness, atmosphere and pastoral care. Relations between pupils and staff are relatively informal, but mutually respectful; children are encouraged to voice their views and opinions. Recent years have seen more than average numbers of leavers gaining scholarships to a variety of senior schools. The diversity of awards gained, which include academic, music, sport, art and all-round, testifies to the breadth of education on offer. Emphasis is on the individual, finding and encouraging aptitude and talent.

To support the school's exciting array of day-day activities, the school employs several drivers to operate the school's minibus fleet. Drivers carry out all manner of driving tasks from morning school runs of day pupils, collecting boarders from airports, taking teams to sports events and day trips all over the UK. Given the importance of the minibus fleet to the success of the school, we need to ensure that we can operate the full fleet at all times.

Purpose

The role of Minibus Driver is to provide children with a caring, safe transport to and from school. It would suit someone who wishes to work part time, is a confident driver, is flexible and has well-developed people skills to be able to interact in a professional manner with pupils, parents and staff.

Hours of Work

- Core hours are Monday to Friday, term time only and are between two and three hours per day, 7am to 8:15am and 6:00pm to 7:30pm, depending on which route you are covering.
- Daytime overtime hours available for school trips.
- Airport transfer overtime hours available at the start and end of terms.
- Summer holiday driving hours are sometimes available for the Summer Schools who use the Moor Park premises.

Pay

£14.54 inclusive of holiday pay.

Duties

The school operates three 17-seater minibuses, two of which weigh more than 3.5 tonnes as well as one 9-seater bus. Only staff with a D1 category on their licence are permitted to drive the heavier minibuses under DVLA rules.

The regular morning minibus run (each weekday in term time) involves collecting the bus from school at any time between 6.30am and 7.15am, depending upon length of run and taking the collection register and mobile phone.

- Checking bus prior to all journeys (lights, brakes etc);
- Cleaning bus at least once a fortnight (depending on the weather);
- Registering the children using the bus (on the register provided);
- Supervising the children during the run, ensuring seat belts adherence and acceptable behaviour;
- Seeing the children on and off the bus at school and at their stops; ensuring belongings taken and younger children handed over to school staff to escort them to their classrooms/parents to take them home;
- Ensuring safety of the children on disembarking and that each child is met at their drop off point;
- Contacting parents by mobile if no-one is present to collect;
- Returning minibus to school; returning keys to office ready for subsequent run;
- Returning the minibus register to Reception, reporting any pupil absences and/or any minibus issues;
- Driving for school trips as required/available;
- Airport runs at start/end of term and half term as required/available;
- Other driving duties as required/available.

This job description will be subject to periodic amendments. The list of duties is not intended to be exhaustive, and you may, at any time, be required to undertake additional or other duties as are reasonably necessary to meet the needs of the school. It is understood that you will not be required to perform duties which are not reasonably within your capabilities.

Personal Requirements

Essential

- Ability to commute or willingness to relocate to Ludlow SY8 or surrounding area.
- D1 category included on licence (please be aware that your licence will be checked on an annual basis);
- Extensive driving experience;
- DBS Disclosure (applied for via Moor Park);

- Ideally under age 71 for insurance purposes.

Desirable

- PCV licence or experience of driving minibuses and large vehicles;
- Experience of working with children.

How to Apply

Applications can only be accepted on the School's Application Form. Please use the Support Staff application form by following this link.

<https://www.moorpark.org.uk/contact/work-for-us/vacancies>

Once completed, please return your application to Mrs C Donovan, HR Manager on hr@moorpark.org.uk

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