

## School Minibus Driver

### Job Description

#### About St Gabriel's:

Founded in 1929, St Gabriel's is a thriving co-educational independent day school for children aged 6 months to 18 years. The key to our success is providing a balanced and inspiring education within a community based on mutual respect and collaboration, creating an environment where pupils are confident, engaged and happy.

While justifiably proud of our pupils' academic results, we see education as being so much more than numbers and grades; we believe strongly in an all-round education and are eager for our pupils to enjoy their educational journey, rather than having their heads down as the world passes them by.

In the last decade, we have successfully established the St Gabriel's Nursery and extended the co-educational offering of our Junior School to the Senior School. The Sixth Form, alongside Year 9, will accept boys from September 2024 with St Gabriel's becoming fully co-educational in September 2026.

Situated in Sandleford Priory, which dates back to the early Middle Ages, St Gabriel's is set in a beautiful Grade 1 listed building within Capability Brown parkland, which provides a gracious setting in which to work.



**Role purpose:** A St Gabriel's Bus Driver is responsible to the Transport Manager for the safety and transportation of St Gabriel's pupils. You will contribute to the maintenance and development of the Transport team profile in both the school and in the wider community.

**Reporting to:** Transport Manager

**Hours of work:** 22 hours per week Monday to Friday during term time, with core hours being 06:45-08:45 and 15:45-17:45. The remaining 2 hours of your week will be variable, depending on the length of the bus route you are driving which might require you to leave slightly earlier or return slightly later. There will be additional hours required for occasional school trip transport.

#### Responsibilities:

- 1) Complete safety checks on the vehicles and maintain them in a clean and highly presentable condition, reporting any defects or concerns to the Transport Manager.
- 2) Comply with all national and local legislation.
- 3) Safely collect and deliver pupils on specified routes in accordance with the instructions of the Travel Co-ordinator.
- 4) Check and register passengers reporting discrepancies immediately to the Transport Manager.
- 5) Monitor, and if necessary control, the behaviour of the passengers in a discrete and sensitive manner to ensure their best safety, notifying the Transport Manager of any incidents or concerns.

- 6) Undertake driving duties in additional to the morning and afternoon runs on a roster basis with the other drivers (for additional hourly pay) subject to availability.
- 7) Participate in the Staff First Aid Rota; render First Aid as and when necessary and follow the School procedure for recording incidents requiring First Aid. The School will facilitate a qualification in First Aid if required.
- 8) Implement the provisions of the school's Child Protection policy.
- 9) Attend Open Days, outings and events as required.
- 10) Ensure that you are prompt, ready to commence your shift before your start time. Maintain good timekeeping throughout.
- 11) Display a positive and professional attitude providing a sound example in dress and behaviour to the pupils and to other staff, ensuring personal appearance is of the highest standard at all times in line with School policy.
- 12) Improve personal performance by attending training sessions as required.
- 13) Undertake any other professional duties which fall within his/her capabilities and which may be reasonably requested or required by the Transport Manager or the Bursar.



#### **Person specification:**

- Full and clean driving licence (held for a minimum of two years)
- D1 entitlement to drive a minibus
- Patient and calm manner
- Able to work in a team
- Good communication skills with both adults and children
- Reliable and trustworthy

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement 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, s/he must report any concerns to the school's Designated Safeguarding Lead or to the Principal.

#### **Salary & benefits:**

- Actual salary £9,435 per annum based on 22 hours per week, 34 weeks per year
- Generous contributory pension scheme
- Group Life Assurance
- Free parking
- Perkbox - retail discounts and wellbeing content
- Financial Advice Service
- Free tea and coffee
- Staff uniform
- Full training given

**Method of Application:**

Please apply by completing an Application Form (either through TES, or the St Gabriel's application form found on the website) to [hr@stgabriels.co.uk](mailto:hr@stgabriels.co.uk). Closing date for applications is Thursday 22 February 2024 (or earlier if a suitable number of applications are received). We expect to hold interviews during the week commencing 26 February 2024.

This role commences from 11<sup>th</sup> March 2024.