



HEATHFIELD KNOLL SCHOOL

ENRICH. CHALLENGE. PREPARE.

Position: Mini Bus Driver

Hours: 15 hours per week/ term time only

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Phone: 01562 850204

Heathfield Knoll School reserve the right to short-list and subsequently appoint ahead of the published deadlines.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. This job description is current at the date shown, but in addition to the duties outlined, you may be asked to undertake any other duties which may reasonably be regarded as within the nature of duties and responsibilities of the post. Any changes of a permanent nature will be fully negotiated with you and incorporated into the job description.

This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete their particular duties.

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THE SCHOOL

Nestled within the Wolverley countryside, Heathfield Knoll School enjoys an enviable reputation as the leading school in the Wyre Forest and the wider region.

Heathfield Knoll is a merged school comprising Heathfield School and The Knoll School. We are proud of our heritage and of our offer to the local and wider community. Heathfield School celebrated its 400th anniversary in 2020. Whilst much has changed since William Sebright founded the school in 1620, our core values of nurture, relationships and care centred on a personalised approach to education remain.

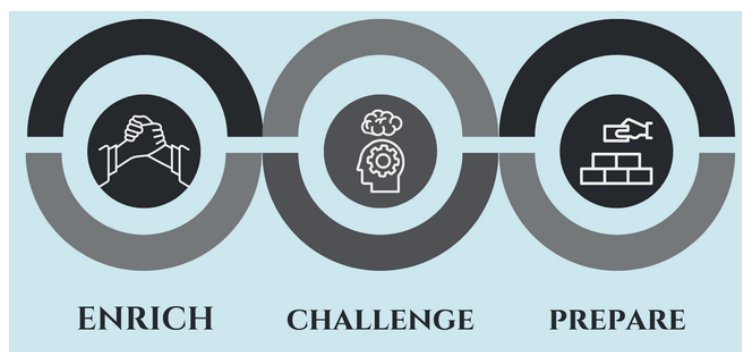
Children join Heathfield Knoll Nursery at three months, moving on to Preschool at three years. The main school welcomes children at any age from five to 18 years.

The school is centred around a large country house in beautiful surroundings which includes extensive playing fields, woodland and grassland (a total of over 30 acres). Heathfield Knoll's generous grounds are frequently used to support a creative curriculum, including Outdoor Learning and an outdoor classroom. Heathfield Knoll aims to provide a traditional, well-structured education in small, nurturing teaching groups. This means that children's needs are catered for and they thrive in a well-ordered atmosphere of mutual respect. Heathfield Knoll is concerned with more than just academic achievements, we encourage children to approach adulthood as confident, articulate and courteous individuals.

Our mission is to **enrich** our pupils through a broad and inclusive education, in a nurturing and supportive environment where wellbeing is paramount.

We **challenge** our pupils to find their own pathway by encouraging curiosity, critical thinking and inquisitive minds.

We **prepare** pupils for their future by encouraging resilient learners, leaders and compassionate global citizens.



JOB DESCRIPTION

POSITION: Mini Bus Driver
WORK PATTERN: Monday to Friday
HOURS: 15 hours a week, term time only
SALARY: £12.71 per hour

We are looking to recruit a mini bus driver to join our team.

The key purpose of the role is:-

- To be the primary minibus driver for the School's pick up and drop off service for pupils.
- School transport provision: including routine safety checks on the vehicle.

Minibus Driver's principal duties include:

- Operating one of the school's bus routes, collecting children from given pick up and dropping them back at the given points (afternoons).
- Ensuring that the mini bus is kept clean and in good condition.
- Weekly cleaning of the bus, both inside and out.
- Ensuring signs inside the bus are properly attached and in good condition.
- Regular visual inspection/checking of tyres, lights, oil, water and fuels.
- Ensuring that any additional work is communicated immediately to the Site Manager.
- Adhere to all school policies including Health & Safety guidelines for the mini bus drivers.
- Adhere to all guidelines and rules relating to the 'onboard' systems.
- The job holder's responsibility for promoting and safeguarding the welfare of the children and young persons for who he/she is responsible, or whom he/she comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy at all times. If in the course of carrying out the duties of the role, the job holder becomes aware of any actual or potential risks to the safety or welfare of the children in the school he/she must report any concerns to the School's Safeguarding Officer.

PERSON SPECIFICATION



Person Specification

- Obtained all necessary licences
- Clean Driving licence
- Excellent inter-personal skills and pleasant manner
- Flexibility
- Sense of humour
- DBS clearance will be essential before taking on the role

Benefits:

- Company pension
- On-site parking

Experience:

- Driving: 3 years (preferred)

Licence/Certification:

- Driving Licence (preferred)