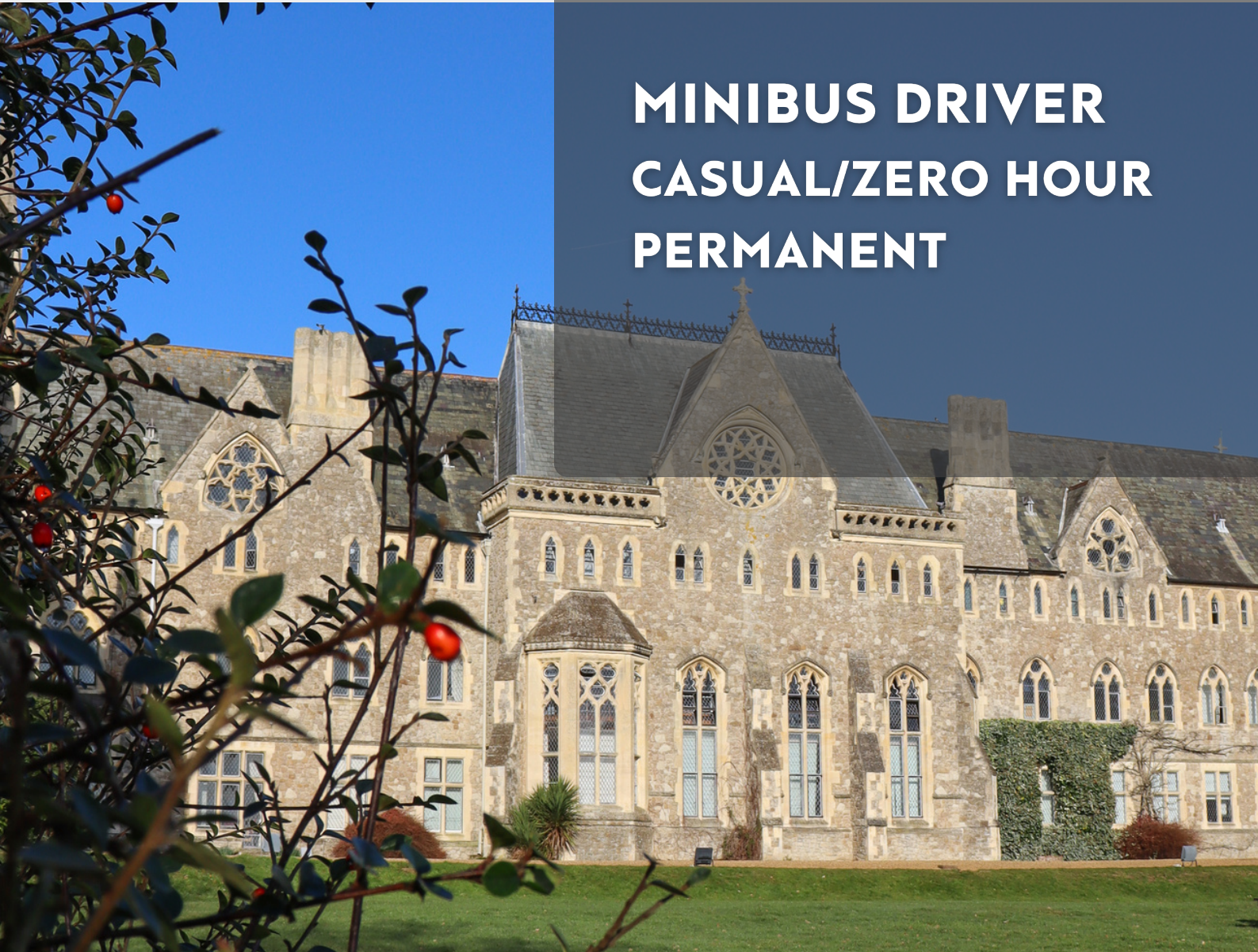




**ST EDMUND'S
SCHOOL**
CANTERBURY

CANDIDATE PACK

**MINIBUS DRIVER
CASUAL/ZERO HOUR
PERMANENT**



WWW.STEDMUNDS.ORG.UK



THE SCHOOL

OVERVIEW

We are a 600 strong 2-18 independent co-educational day and boarding school which fosters a family atmosphere, values the individual and offers a wide range of opportunities to pupils, whatever their interests or strengths. In an historic setting overlooking the City of Canterbury, the school is proud to educate the Choristers of Canterbury Cathedral and is equally proud of the diversity that day and boarding pupils bring. Both academic rigour and co-curricular involvement are encouraged. Pupils are respectful of each other and work together to create a cohesive, inclusive and happy community. The School is located on the top of St Thomas Hill, commanding impressive views over the City of Canterbury. The Pre-Prep, Junior and Senior Schools share the same site, while the Choristers live within the Precincts of Canterbury Cathedral.



OUR ETHOS

Our pupils benefit from a caring and supportive environment, high-calibre teaching and a holistic educational approach that seeks to develop creativity, leadership qualities and original thinking

A broad academic curriculum and extraordinarily diverse co-curricular programme enable pupils to find their path and grow to 'be all they can be'

Our small class sizes enable the personalisation of learning so that pupils receive the attention and academic challenge they need to excel

Every pupil here is known and understood

The fact that we educate children from the age of 2 to 18 underpins the strong family atmosphere and sense of community that pervade the school

St Edmund's is proud of its pupil-centred and ambitious academic ethos. We seek to foster original thinkers with the intellectual and personal skills to be leaders and decision makers in the future

Highly-qualified teachers mean that young people receive inspirational instruction, with vibrant debate and individual attention colouring every classroom

Pupils develop learning skills through project work and research opportunities such as the Extended Project Qualification and the Durrell Essay. We encourage cross-curricular work to promote original ideas and multi-dimensional thinking

Essentially, our pupils are encouraged throughout their time at St Edmund's to aim for and achieve the very highest academic standards of which they are capable.

DETAILS ABOUT THE POST

TITLE	Minibus Driver
TYPE OF POST	Zero hour, Permanent Contract - emergency call-out provision. Occasional weekend work
START DATE	January 2024
SALARY	£13 per hour

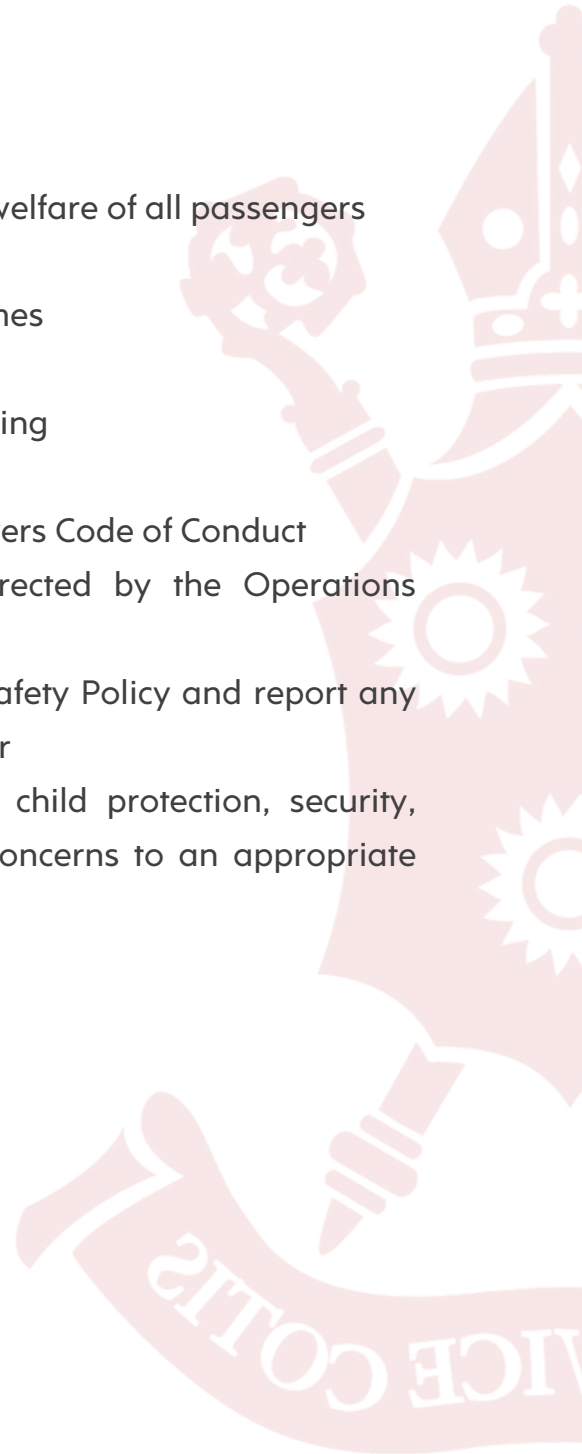
POST & DEPARTMENT

Advert	St Edmund's School Canterbury is seeking to employ a School Minibus Driver to join our Operations Team. We are an Independent Boarding School requiring an experienced, enthusiastic and reliable Minibus Driver to work under the direction of our Operations Manager to provide an effective, professional and safe minibus service to St Edmund's School pupils.
Department	The Operations Team is an integral part of the school, incorporating Events, Lettings, Cleaning, Transport and Laundry and provides both reactive and proactive support across the school site.
Role	The role will involve pick-up and drop-off service for pupils on ad-hoc basis. In addition there will be the occasional transport need for sporting fixtures and boarding activities.
Hours of work	The position is casual, working on an as and when needed basis. The usual hours of work for the post are 6:15am to 8:30am & 5:15pm to 7:30pm, plus any sporting fixtures/other transport needed.

THE ROLE

KEY RESPONSIBILITIES

- Drive a St Edmund's School minibus
- Responsible for the health and safety, comfort and welfare of all passengers
- Complete vehicle checks and basic maintenance
- Ensure the vehicle is clean and roadworthy at all times
- Re-fuel vehicle as required
- Report minibus service usage to enable accurate billing
- Provide cover as required for absent colleagues
- Carry out duties in accordance with the Minibus Drivers Code of Conduct
- Attend all meetings and training courses as directed by the Operations Manager
- Familiarise yourself with the School's Health and Safety Policy and report any hazards or potential hazards to the Estates Manager
- Comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person



PERSON SPECIFICATIONS

	ESSENTIAL	DESIRABLE
QUALIFICATION	<ul style="list-style-type: none"> • Full clean driving licence, including D1 category • Full UK or EU Licence for at least 2 years (for insurance purposes) 	<ul style="list-style-type: none"> • MiDAS Training or equivalent • PCV Licence
EXPERIENCE	<ul style="list-style-type: none"> • Experience of driving a large vehicle • 21 years old + (for insurance purposes) 	<ul style="list-style-type: none"> • Experience of working with children or young people
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Undertake daily and weekly vehicle checks and carry out basic maintenance • Maintain accurate vehicle checks and user records 	
KNOWLEDGE	<ul style="list-style-type: none"> • Good command of the English language • Ability to read instructions 	<ul style="list-style-type: none"> • Geographical knowledge of East Kent • Understanding general needs of the school • Basic health and safety understanding
BEHAVIOURS	<ul style="list-style-type: none"> • Pleasant, patient and helpful personality • Reliable and trustworthy • Ability to work as part of a team and/or on their own • Stay calm in an emergency • Be flexible • Sensitive to user's needs 	

CONDITIONS OF SERVICE

BENEFITS

Workplace Pension Scheme, Employee Assistance Programme including counselling services and financial/legal advice line, Salary Sacrifice schemes such as Cycle2work, subsidised gym membership, retail discounts and cashback scheme.

Fee remission is available to all members of staff subject to spaces being available at the discretion of the Governors and subject to change.

SAFER RECRUITMENT

St Edmund's School Canterbury is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

UK GDPR

Personal information provided by candidates will be kept on a secure file in the school and will not be released to third parties outside the school without the permission of the person concerned, except where there is a legal requirement so to do. Retention of personal information is acted on consent, which can be withdrawn by the individual at any time.

APPLICATIONS

The deadline for receipt of application 9.00am Monday 4th December 2023. Applications should be emailed to recruitment@stedmunds.org.uk.

Applications must take the form of an application form and covering letter including the candidate's suitability for the post with reference to the person specification. The names and contact details (including email addresses) of two referees are required (one of whom must be your current or most recent employer and neither referee should be a relative or someone known to you solely as a friend).

ST EDMUND'S VALUES



We Value....

EACH OTHER

Recognise our responsibility to create a caring and supportive community

We Value....

INDIVIDUALITY

Recognise that everyone is different and has unique needs, strengths and aspirations



We Value....

EXCELLENCE

Commit to being the best we can be

We Value....

INTELLECTUAL CURIOSITY & CREATIVITY

Love learning & seek to foster creative, critical & lateral learning



We Value....

SOCIAL RESPONSIBILITY

Promote the idea that individuals must contribute to the greater good of society

