



ST MARY'S CALNE

SCHOOL MINIBUS DRIVER (CASUAL)

Primarily Afternoons & Weekends

JOB DESCRIPTION

The St Mary's School campus is home to St Mary's Calne, St Margaret's Preparatory School and the St Mary's School Sports Centre. Both schools are recognised leaders in the field independent education, and the Sport Centre is open to students, staff and the wider community on a membership basis.

Alongside a semi-regular* afternoon bus run for the Prep school (*not currently required every day), the role involves driving pupils from both schools (ages 3-18), to weekend activities, sporting fixtures (during the week and at weekends), academic trips, events and undertaking start and end of term airport runs (for older boarding students). A casual minibus driver may also offer cover in the absence of a regular driver for the morning and/or afternoon school bus runs where possible. This position is offered on zero hours basis.

Position:	School Minibus Driver
Salary Range:	S12 £22,826 FTE (£10.97 per hour)
Normal Hours:	No fixed hours (casual, zero hours contract). Working requests would generally fall within school term time
Pension:	Scottish Widows scheme with generous employer contributions if applicable
Holidays:	5.6 weeks paid holiday per year calculated in line with government guidance and average hours worked
Line Manager:	Deb German, Logistics Manager

Purpose of the Position

The driver is responsible for safely operating whichever school vehicle he/she is driving according to the schedule given for the journey.

He/she must ensure that the school vehicle is in good operating condition prior to the journey and at all times during the journey, and should maintain order and security on the vehicle at all times. He/she is expected to be aware of and obey all laws, regulations and rules of conduct.

The Driver must deal with pupils, staff and members of the public in a courteous and respectful manner.

It is critical for the Driver to operate the school vehicle in a safe manner. Failure to ensure the safe passage of students and staff may result in injury or even the loss of life, which would have tragic consequences for the school community and other involved.

Responsibilities

1. Operate the school vehicle in a safe and effective manner in order to minimise the risk of injury, property damage or loss of life taking account of the below:
 - a. Operate the school vehicle in a safe and efficient way according to all relevant legislation, policies and procedures
 - b. Perform safety checks prior to each journey using specific software (Fleetcheck)
 - c. Report major defects to the School Logistics Manager to discuss a replacement vehicle or cancelling the journey
 - d. Ensure the bus is safely and securely stored in the appropriate place on return from the journey, and during any downtime for the duration of the time the vehicle is away from the school site
 - e. Advise the School Logistics Manager of any requirements for maintenance or repairs
2. Maintain order on the school vehicles throughout the journey
 - a. Collect and deliver students as per the schedule provided
 - b. Take attendance on the school vehicle where the Driver is the only adult in attendance (and so therefore additionally performing the duty of the Responsible Adult)
 - c. Ensure students are aware of rules and responsibilities as passengers
 - d. Maintain order and discipline
 - e. Make note of any behavioural or disciplinary problems and advise the School Logistics Manager if necessary
3. Perform other related duties
 - a. In instances such as horse riding or other extra curricular activities, perform the duty of Responsible Adult whilst the pupils attend the activity
 - b. Ensure the school vehicle is kept in a clean and tidy state, clearing away rubbish at the end of the journey if necessary

Essential Skills/Qualities

- A full, clean and current driving licence
- Ability to drive manual gear vehicles
- Be prepared to undertake training as required
- Smart, professional appearance
- Professional manner
- Flexibility
- Calm, patient manner
- Punctuality
- Reliability
- Experience of working with children
- Experience driving 16-seater minibuses, either voluntarily or paid

Desirable Skills/Qualities

- A first aid qualification
- Full D1 Minibus licence (training will be given if necessary)
- Some experience of working with schools or community groups.

St Mary's Calne and St Margaret's Preparatory School have a small fleet of minibuses and an 8-seater car, which are used for various school activities, including school trips, curriculum trips, journeys to and from the airports and St Margaret's home to school runs. This role is an ideal opportunity for someone who enjoys driving and is looking for a casual, term time position.

Benefits of Working at St Mary's Calne

Discounted membership of the on-site Sports Centre.

Fee remission for daughters educated at St Mary's Calne and for sons and daughters educated at St Margaret's Preparatory School.

Complimentary meals in the Dining Hall during term time dependent on shift length.

Free on-site parking.

St Mary's is committed to safeguarding and promoting the welfare of pupils. Due to the nature of the work involved, the successful applicant will be required to undertake an enhanced DBS check. All members of staff are expected to have proper regard for the school's safeguarding policy and procedures, including up-to-date training. Extracts from the school's policy are appended as the final page of this document.

St Mary's Calne fully recognises its responsibilities for Child Protection.

We are dedicated to safeguarding and promoting the welfare of our pupils, regardless of sex, race, disability, religion or belief, gender reassignment, pregnancy and maternity, or sexual orientation. We follow the child protection procedures set out by Wiltshire's "Safeguarding Vulnerable People Partnership". We understand the need to engage with the Safeguarding Vulnerable People Partnership and the statutory duty to cooperate if the school is named as a relevant agency. We have regard to statutory guidance issued by the Department for Education "Keeping Children Safe in Education 2022" and are aware of our obligations under the Human Rights Act 1998 and Equality Act 2010. Our policy takes full regard to "Working Together to Safeguard Children 2018" (WTC), "What to do if you are Worried a Child is Being Abused (2015)" and the National Minimum Boarding Standards (2022).

At St Mary's we have a 'Nominated Governor' to take leadership responsibility for the school's safeguarding arrangements.

What is safeguarding?

Safeguarding can be defined as promoting the physical and mental health, safety and welfare of all pupils.

Safeguarding is the responsibility of all adults, especially those working or volunteering with children. The school aims to help protect the children in its care by working consistently and appropriately with all relevant agencies to reduce risk and promote the welfare of children.

Staff:

- are advised to maintain an attitude of 'it could happen here' as far as safeguarding is concerned;
- should always act in the best interest of the child.

What is child protection?

Child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm.

September 2022