Minibus Driver (Casual) Application Pack

November 2014
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November 2014

Dear Applicant

Thank you for expressing an interest in the post of Casual Minibus Driver at this school. This is a high achieving school that is imaginative and creative in its approach to teaching and learning and is keen to look for continued sustained improvement. We are seeking to appoint an enthusiastic person with excellent interpersonal skills and a can-do attitude.

The Marches School converted to an Academy in August 2011, and we opened our new Sixth Form in September 2013 so this is a very exciting time for us all, and a wonderful opportunity for the person appointed to join our school at a key phase in its development.

The closing date for applications is 10am on Thursday 4th December. Candidates invited for interview will be notified by Friday 5th December and interviews will be held on Thursday 11th December. If you have not received a reply by this date it will mean that your application has not been successful.

If you have any other queries, please email Gemma Curran, Personnel Coordinator curran.g@marchesschool.net or ring her on 01691 664420. Further information about the school can be found on the school website.

I look forward to receiving your application.

Yours sincerely

S Longville
Headteacher
Casual Minibus Driver

Grade 4 Scale 11-13 (£7.71-£8.08 per hour)
To start as soon as possible

Due to an expanding minibus service the school is looking to appoint a reliable and trustworthy minibus driver to support the various student related transport arrangements on a casual basis. The successful applicant will hold a full, clean UK driving license, be confident in performing general vehicle safety checks and will be required to take the Shropshire County Driving Assessment.

HOW TO APPLY

Further details and application forms are available on the school website, or you can request an application pack by phoning or emailing the school. (Please note we do not accept CVs). If you have any queries, please email Gemma Curran, Personnel Coordinator curran.g@marchesschool.net or ring her on 01691 664420. Closing date for applications is 10am on Thursday 4th December. Interviews will be held on Thursday 11th December.

You can send your application via:

Email to: curran.g@marchesschool.net
Our confidential fax on: 01691 671709
Post to: Mrs Gemma Curran, Personnel Coordinator, The Marches School, Morda Road, Oswestry, Shropshire SY11 2AR.

If you would like a copy of the application form in Word format for completion, you can find it on our website or please email Gemma Curran at curran.g@marchesschool.net.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check.
**JOB PURPOSE**

To support the School Minibus Driver with various student related transport arrangements; including sporting fixtures, regular school runs, college visits and educational trips.

**KEY RELATIONSHIPS**

The post holder will be responsible to the Business Manager and will have contact with students, parents and staff.

**MAIN DUTIES**

- To check the designated vehicle before use, against a pre-determined safety checklist, and to return this to the administration office every day, with any defaults duly noted
- To operate specific bus routes when required, supporting various school events where the transport of students and staff is required using one of the school’s mini-buses.
- Ensuring that the minibus is kept clean and in good condition, including, but not restricted to:
  - Weekly cleaning of the bus, both inside and out
  - Ensuring signs inside the bus are properly attached and in good condition
- Ensuring that any additional work required is communicated immediately to the Business Manager
- Adhere to all school policies including Health and Safety guidelines for minibus drivers
- Liaise with the Office Manager regarding bus schedule and bookings on a regular basis

**VEHICLE SAFETY**

To carry out a daily check before leaving school, completing a Safety Check Record of the following (plus a weekly check on wheel nuts):

- Oil level
- Fuel
- Coolant
- Tyres
- Windscreen wipers and washer level
- Lights
- Horn/mirrors
- Brakes

The job holder’s responsibility for promoting and safeguarding the welfare of children and young persons for who s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school’s Safeguarding Children 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 children in the school s/he must report any concerns to the school’s Designated Lead.
In addition to candidates’ ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours; and
- Attitudes to use of authority and maintaining discipline.

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<th>Attributes</th>
<th>Essential</th>
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<td><strong>Qualifications</strong></td>
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<td>3 GCSEs including Maths, English and a subject demonstrating practical aptitude</td>
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<td>First Aid and/or Health and Safety qualification</td>
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<td>Clean, Full UK Driving License</td>
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<td>Shropshire County Driving Assessment (training will be provided to the successful applicant)</td>
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<td><strong>Work &amp; Related Experience</strong></td>
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<td>Experience working in an educational setting or other relevant environment</td>
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<td>Has experience of vehicle maintenance</td>
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<td>Working knowledge of Health and Safety rules</td>
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<td><strong>Skills and Abilities</strong></td>
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<td>Ability to carry out vehicle safety checks</td>
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<td>Ability to communicate effectively with students, staff and visitors</td>
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<td>Ability to work unsupervised</td>
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<td>Prepared to work shift patterns, additional and/or unsociable hours as required to complete tasks</td>
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<td>Ability to respond flexibility as needs arise</td>
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<td><strong>Personal Qualities</strong></td>
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<td>Good interpersonal skills along with the ability to communicate with people at different levels</td>
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<td>Effective team player</td>
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<td>Hardworking, committed, personable, cheerful, discreet and confident</td>
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<td>Good sense of humour</td>
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<td>Good health and record of attendance</td>
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‘Achievement Through Caring’ is our core belief at The Marches School and it is central to all that we do. The school is a forward-thinking, innovative school, striving to ensure that young people make the very most of their learning adventure and are equipped with the skills required to prosper in the 21st Century. We believe firmly in the need to keep moving forward so that our young people have the best possible experiences and life opportunities.

On 1st August 2011, The Marches School converted to an Academy. The Marches is one of the largest secondary schools in Shropshire with over 1200 students currently enrolled and is located about ½ mile from the centre of Oswestry.

In 2012 we achieved our best ever GCSE Results and were the only Secondary School in Shropshire to be mentioned in Ofsted’s Outstanding Providers List 2010/11. The school’s achievements are the result of a very supportive parent body, caring and forward thinking staff, energetic and thoughtful students and a pro-active governing body.

In 2010 we were reaccredited with the Investors in People Award, and we were given our certificate to mark that we have held this award for 10 years. As a school we believe that ‘Achievement Through Caring’ is essential, not only to our work with young people but also to our work with one another. We invest heavily in CPD and have a Training School on-site, providing many opportunities for staff and the local community to progress in their learning. One of the wonderful opportunities we have on offer to our staff is a free Masters course. We are also launching our undergraduate programme, which provides opportunities for staff without degree qualifications to study to gain this accreditation over time.

All curriculum areas are extremely successful in engaging students in learning and the staff within departments give an incredible amount of time to support learning beyond the school day. The curriculum was rated ‘Outstanding’ by Ofsted and we offer students a strong core entitlement in English, Mathematics and Science. These high standards are mirrored across all curriculum departments, with innovative approaches implemented in both Key Stage 3 and 4. Now in its third year, ‘Growing Minds’ is a skills based curriculum which aims to promote independent learning for Year 7 students at The Marches. This ground breaking programme involves Humanities, ICT, MFL, Literacy, PSHE and Citizenship. In 2013 we were awarded with the Investors in Careers Award for the second time.

The school has a strong pastoral system organised on a Key Stage basis and excellent contacts with partner primary schools. We believe in good discipline and deal firmly with problems. Essentially, however, we manage children through encouragement and motivation and run a very successful Rewards Programme. We are a friendly school in which necessary boundaries are observed, but an open and approachable atmosphere prevails. The progress and success of every one of our students is important, this is a school where every child matters.

In September 2012, a new house system was launched and this, along with vertical tutoring, has proved an excellent tool for encouraging students across all year groups to mix and work more closely together. In September 2013, we were delighted to welcome our first cohort of students into the new Sixth Form. Our students develop strong working relationships with teachers during their time at The Marches and the Sixth Form is about meeting their needs, through the provision of academic, post-16 education, in an environment where they have already achieved.

The school is very lucky to have a dedicated team of staff, students and parents who share the common vision. We are on an exciting journey and we hope that you read the information and, if possible, take the time to come and see, first-hand, the wealth of opportunities available to students. We are a supportive group of staff that are eager to learn from others and we would value you making an application to our school.
'The Marches School fully recognises its responsibility to safeguard and promote the welfare of student and young people and is committed to ensuring that its students have opportunity to thrive within a safe learning and working environment. The school expects all staff and volunteers to share this commitment. Our Safeguarding Policy, which applies to all staff, governors and volunteers working in the school, has five main elements:

1. Ensuring we practise safer recruitment in checking the suitability of staff and volunteers to work with student;
2. Raising awareness of child protection issues and equipping student with the skills needed to keep them safe;
3. Implementing procedures for identifying and reporting cases, or suspected cases, of abuse;
4. Supporting students who have been abused in accordance with his/her agreed child protection plan;
5. Establishing a safe environment in which student can learn and develop.

Staff at The Marches School are aware of how they share in the school's responsibility to safeguard and promote the welfare of student and young people. The school’s adopted ‘Professional Code of Conduct’ establishes expectations in relation to conduct towards students and all staff are issued with strict guidelines on what are considered to be safer working practices which must be observed at all times.

Were any member of staff to have a concern that the school’s code of conduct or expected safer working practices were not being followed and a student or students were as a result at risk, then they would be expected, and supported, to raise the concern under the school’s adopted “whistleblowing policy and procedure”.

The school also operates within other policies relating to safeguarding, child protection and the welfare of students. The following policies are available to view on our website at www.marchesschool.co.uk or upon request:

- Safeguarding Policy
- Whistleblowing Policy
- Safer Visiting Policy
- Trespassers Policy

To ensure that safer practice in recruitment is reflected at every stage of the recruitment process the school operates within a Safer Recruitment Policy. Members of the school staff and governing body have attended and passed training on Safer Recruitment. All successful applicants will be subject to an enhanced DBS disclosure and references will be checked. All employees of the school will receive compulsory child protection training.