



THE ROLE

St Edward's School are seeking minibus drivers for their morning and afternoon school runs with optional work as a member of the operations team in between.

Candidates will need to be confident in interacting with children and be able to maintain a good atmosphere on the bus.

Drivers will need to have a warm and flexible approach, be able to show initiative and work well on their own and as part of a team. Drivers will ideally hold a current unrestricted D or D1 licence, driver CPC card and tachograph card. Please note a D1 licence was added automatically if your licence was obtained prior to 1 Jan 1997. Training can be provided for drivers who do not currently hold these qualifications.

KEY INFORMATION

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 Safeguarding Staff Behaviour 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 Headteacher or Designated Safeguarding Lead.

St Edward's School is an equal opportunities employer and welcomes applications from all backgrounds. Appointments will be made solely on merit and will be made without regard to age, disability, gender, nationality, race, colour, ethnicity or religion.

APPLICATION PROCESS

We reserve the right to close applications early, so early application is encouraged.

Applicants should complete the school's application form and submit by email to Julia Parsons -

Julia.parsons@stedwardsprep.com

Applications can be made via the St Edward's School Website - [link here.](#)

Please contact Molly Rees if you need assistance completing an application form, or require an adjustment for the application or interview process.

An enhanced DBS disclosure and references will be required for this post.

HOURS, SALARY & BENEFITS

We have a part time, permanent vacancy available.

Core hours of work are

Mon: 6:30am - 12:30pm & 3:30pm - 5:30pm (8 hours)

Tues, Weds: 6.30am-5.30pm (10 hours)

Thurs, Fri: 6:30am - 8:30am & 1:30pm - 5:30pm (6 hours)

Tuesday and Wednesday's hours may be subject to change due to the timetable.

Salary: £14.39 per hour for a fully qualified D1 driver - 3 hours per week/term time only.

Benefits:

- 5% employer pension
- Cycle to work scheme
- Means tested staff discount
- Free lunch
- Pro rota holiday + bank holidays per annum
- Access to the group's counselling scheme
- Access to fully funded apprenticeships, up to L7
- Discretionary Christmas stand down

