

Minibus Driver

Job description

Background

Wrekin College is an independent, co-educational boarding and day school. The pupils are aged between 11 and 18 years, and normally join the school at either 11 or 13, although a number also enter at Sixth Form level.

The School enjoys an excellent reputation in both academic and sporting achievements, and is situated on a site of approximately 100 acres on the outskirts of Wellington, a medium-sized Shropshire market town.

The Old Hall Preparatory School shares the site and facilities.

Reporting to the Transport Supervisor this role may vary according to the number of children requiring school transport. The main duties are outlined below:-

Hours of work:

The Hours of work will be determined by which particular bus route or journey that you are asked to cover.

As a general rule the hours of work for bus routes are: Mon - Fri 06.30 – 08.30, 18.00 – 20.00.

We will consider applicants who are interested in working the morning or evening shift only, or both shifts.

Please state the hours you are interested in on your application form.

Term-time only, salary includes pay for 5.6 weeks holiday pro rata to weeks worked. Timings are used as a guideline only and a certain degree of flexibility is required especially for sports journeys. Occasional Saturday and Sunday mornings during term-time as required for school events.

The Position:

The minibus drivers report to the Transport Supervisor and to the Deputy Bursar (Facilities).

- The main duty is to collect in the morning and drop off in the evening day pupils of the School, according to travel routes that will be varied from time to time.
- Occasional extra journeys for sports or educational purposes may be required.
- The position requires the ability to communicate effectively with a variety of users including pupils, teachers and parents.
- The day to day checks of water, oil, lights etc. are the responsibility of the driver, and also the general cleanliness of the interior of the minibus. (The outside will be done centrally).
- A full current clean UK driving licence, category D1, is required along with the Minibus Driver Awareness Scheme (MIDAS). School can provide MIDAS training if required.
- Driving Licence will be inspected on a yearly basis by the Deputy Bursar (Facilities) and any changes to licence must be notified to the school immediately

- Any change in working practices will be communicated directly to drivers in written and/or oral form and as much notice given as reasonably practicable.
- Decisions on buses and bus routes are made by the Transport Supervisor and Deputy Bursar (Facilities).
- All pick up/drop timings are to be strictly adhered to and it is the responsibility of the driver to ensure this takes place. A certain amount of discretion is required for traffic and road conditions.
- There is no laid down dress code, however a smart appearance is essential.
- Wrekin College is a no smoking site and smoking is not permitted in school vehicles
- Before commencing any journey it is the Minibus Driver's responsibility to ensure that the vehicle has sufficient fuel.

Application Procedure:

The application form can be downloaded from www.wrekinoldhall.com or telephone 01952 265600

Applications should be made by post to: The Human Resources Manager

The Bursary

Wrekin College,

Sutherland Road,

Wellington,

TF1 3BH

or email to recruitment@wrekincollege.com

Please include completed application form together with details of two referees (one of which must be your last employer). We are unable to accept CV's other than as supporting information to the application form.

Terms of Appointment:

Any appointment will be subject to:

- Receipt of satisfactory references.
- Clearance from Enhanced Disclosure and Barring list checks.
- A six month probationary period.
- A satisfactory Medical examination.
- Completion of the MIDAS test.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment, Further information from <http://www.wrekinoldhall.com>

All shortlisted candidates will be social media screened in accordance with the KCSiE guidance.

We are an equal opportunities employer and welcome applications from all suitably qualified persons. Registered Charity No 52841