



Job Description Minibus Driver

Required: September 2024

Salary: £11,374 per annum

Line Manager: Facilities Manager

Closing date: 23rd May 2024, 12:00 noon

The Role

The King's School, Gloucester, is seeking a Minibus Driver to support with our new bus routes from September 2024. The Minibus Driver plays a vital role in creating a safe and secure environment for the children during their commute. They must maintain order and encourage good behaviour within the vehicle, enforcing safety rules and protocols to minimise the risk of accidents or incidents. There may be potential to join the team as a Relief Driver instead, subject to candidate circumstances.

The School

The King's School, Gloucester has a rich academic tradition dating back to its founding in 1541. It houses the longest-serving classroom in Europe and is held in high esteem amongst the local and wider community, winning Gloucestershire Independent School of the Year in 2020 and 2021, and being Highly Commended again in 2022. Following the 2022 ISI Inspection, King's was proud to be declared excellent in all areas.

Main Duties

- Pick up pupils on the morning run as detailed on the schedule provided, only leaving a stop once all registered pupils are on board or no earlier than the scheduled departure time;
- Drop off pupils in a safe place on the home run as detailed on the schedule provided;
- Ensure the safety of pupils/passengers at all times;
- Undertake the required daily checks and evidence their completion;
- Ensure the vehicle is left in a clean and tidy condition at the end of the day;
- Report any issues or concerns regarding the vehicle immediately to the Facilities Manager, only driving the vehicle if deemed to be in roadworthy condition;
- Undergo mandatory Health & Safety and First Aid training as directed;
- Any other duties that may reasonably be assigned by the Facilities Manager or Bursar.

Personal Profile

- Full, clean UK Driving Licence (DI);
- Basic knowledge of vehicle maintenance;
- Prior training, and a willingness to undergo training, in Health & Safety and First Aid as directed;
- Friendly and approachable, able to build relationships with both pupils and staff;
- Reliable and punctual, able to work flexibly according to the needs of the School.



Hours of Work

The Minibus Driver will work from 06:30 to 08:30 and from 16:00 to 18:00, Monday to Friday, term-time only.

Holidays

Holiday entitlement will be 25 days per annum plus Bank Holidays, rising to 30 days per annum plus Bank holidays after 5 years' service. Payment in lieu of this entitlement is included in the salary.

Benefits

- A contributory pension through Aviva APTIS, and associated Life Assurance;
- Generous fee remission for children at King's;
- Before / After School Care for children at King's;
- Access to a Doctor for advice and short consultations;
- Staff Wellbeing Programme;
- Cycle to Work Scheme;
- Lunches;
- Parking.

Applications

Candidates should apply through TES or by sending a completed School Application Form and Covering Letter via email to recruitment@thekingsschool.co.uk. A CV is not required.

Closing date for applications is **23rd May 2024 at 12:00 noon**, however, early applications are encouraged and we reserve the right to make an appointment prior to the published closing date, if appropriate.

For further information, please contact Mr Harry Fuller on 01452 337337 or via email to recruitment@thekingsschool.co.uk.

The King's School 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: references from previous employers, a Disclosure and Barring Service check at the enhanced level, as well as eligibility to work in the UK (in compliance with UK immigration regulations). Interviews will be conducted in person, and they will explore candidates' suitability to work with children. In line with Keeping Children Safe in Education an online search will be carried out for short listed candidates only – this will consist of a Google and social media search. The search is looking for anything that calls into question the candidate's suitability to work with children, or could cause harm to the reputation of The King's School. Any information discovered will be shared with members of the interviewing panel prior to interview.

The King's School, Gloucester. GL1 2BG

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Connect with us @KingsSchoolGlos

