



# Abbey Gate College

## Job Description & Person Specification

<b>Role</b>	Minibus Driver
<b>Contract</b>	Permanent, part-time (hours) term-time only
<b>Start Date</b>	Required to start 1 <sup>st</sup> September 2024, or as soon as possible thereafter
<b>Salary</b>	£10,176 based on 20 hours per week, term-time only (Grade AGS 2 Grade Point 8)

### Introduction from the Head:



Our wonderful Senior School and Sixth Form are enviably located in the historic Saighton Grange buildings, with stunning views across beautiful countryside towards the Welsh mountains and the Cheshire sandstone ridge; and our dedicated Infant and Junior School is just down the road in the charming and picturesque village of Aldford.

Our College is a unique, inspiring, and memorable place to learn and grow, where our caring and committed teaching and support staff will do all that they can to help our pupils to be the best that they can be.

We are a safe and friendly school community, where we look out for each other and where we work with each child's individual interests, passions, and strengths; while also encouraging them to try new things, take risks, and be creative.

### Our Mission:

We are committed, within our safe and caring community, that each one of our pupils will become the best that they can be and have the self-belief to go forward into this changeable world with courage and with compassion.

## Our Aims:

We pursue our whole College mission, guided by three defining and aspirational aims:



### SELF

Each pupil cares for their mental and physical wellbeing; learns and achieves to their individual potential; and is content, comfortable and confident to be who they are in our diverse and inclusive College.



### SERVICE

Each pupil makes a positive difference to the lives of others in our College, as well as in our local and in wider, global communities.



### SUSTAINABILITY

Each pupil contributes towards preserving and protecting the planet we all inherit and share, and has the opportunity to be creative and innovative; to help further humanity's progress in the future.

Thank you for taking the time find out more about us. If you feel that you could bring the right balance of care, commitment, expertise, and enthusiasm to this role, we would welcome your application.

A handwritten signature in black ink, reading 'Craig Jenkinson'.

Craig Jenkinson, MA (Oxon), PGCE, MInstLM, MCCT

## **The Post:**

Abbey Gate College is seeking to appoint an experienced and conscientious Minibus Driver to join our Estates Team. A caring, warm and professional manner is required at all times. Therefore, excellent customer service skills are essential.

## **Job Description:**

Line managed by our Head Caretaker, you will play an important role in safely transporting pupils, on one of our minibuses, to and from the College, and also between our Senior School in Saighton and our Infant and Junior School in Aldford.

## **Key Duties Include:**

- To undertake daily safety checks on the minibus as per the daily checklist
- To drive the minibus on agreed specified routes to collect and drop off pupils at the beginning and end of the school day (and any other times/ dates as agreed with the Estates Manager)
- To ensure the safeguarding of the pupils is the number one priority during the transportation of the pupils on the minibus

## **Support for the College:**

In addition to the day-to-day responsibilities of the role, you will also be expected:

- To support the College's commitment to safeguarding children and promoting their welfare at a level appropriate to this role
- To be aware of, and comply with, policies and procedures relating to health and safety, security, confidentiality, and data protection, reporting all concerns to the appropriate person
- To support the College in its aims and objectives
- To contribute to and promote the overall ethos / work / aims of Abbey Gate College
- To comply with the College's Staff Code of Conduct and exercise mutual respect of pupils and staff
- To participate in training, meetings, and performance development activities as required and attend CPD (Inset) days
- To undertake such duties as may, from time to time, reasonably requested within the level of the post

## **Person Specification:**

The successful candidate will demonstrate the following:

### **Experience:**

- Previous experience of driving a minibus is preferred, but not essential

### **Qualifications:**

- Full, clean driving licence (with D1 entitlement)
- PCV licence and valid CPC qualification
- First aid at work qualification, or commitment to completing this
- Desire to complete any relevant, additional training as required by the College

### Skills / Personal Qualities:

- Excellent customer service skills, verbal communication and interpersonal skills
- A calm, professional, positive, sensitive and friendly approach
- A team player, willing to support other members of the College community
- Ability to work using own initiative
- Willingness and adaptability in tackling the variety of tasks arising in a school environment
- An understanding of data protection and the need for confidentiality at all times
- an ability to deal with sensitive matters professionally and tactfully
- Commitment to CPD and training opportunities

### Safeguarding & Child Protection:

Abbey Gate College is committed, as a priority, to safeguarding and promoting the welfare of children, and expects all staff and volunteers to share this commitment.

Applicants will, therefore, be subject to stringent vetting and induction processes, including an enhanced DBS disclosure. **References for shortlisted candidates will be requested prior to interview;** please inform your referees.

Whilst criminal convictions are not necessarily a bar to appointment, this safety consideration will be central to all decisions regarding the employment of staff, approval of volunteers, and standards of external contractors.

### Equality, Diversity & Inclusion:

We are committed to equality of opportunity for all staff and to treating all staff with dignity and respect. Therefore, applications from individuals are encouraged, regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief, and marriage and civil partnerships.

### Salary & Hours of Work:

The salary for this position is £10,176 per annum based on working 20 hours per week, term-time only.

Daily hours will be 7.00am – 8.30am and 3.00pm – 5.30pm, Monday to Friday, totalling 20 hours per week, term-time only.

Please note that, three times per academic year, the pupils finish at midday instead of 3.50pm. Therefore, on these specified dates, the Minibus Driver will be required to collect the pupils from the College at midday and drive them home.

Some flexibility / willingness to work additional hours, driving the minibus for College trips etc. would be desirable.

### Process for Applications:

- **Closing date for applications: Monday 5<sup>th</sup> August 2024 at midday.**

In order to apply for our Minibus Driver vacancy, please complete our Abbey Gate College application form (available at <https://www.abbeygatecollege.co.uk/about-us/vacancies/>).

Please also include a covering letter, which should be addressed to our Head, Mr Craig Jenkinson, outlining your interest in, and suitability for, the role and the College.

Your completed application form and covering letter should be returned to Mrs Sue Moran, HR and Staff Wellbeing Manager, at: [sue.moran@abbeygatecollege.co.uk](mailto:sue.moran@abbeygatecollege.co.uk) by the above closing date.

Should you require any additional information or assistance regarding your application, please also contact Sue Moran.

Please visit our website at [www.abbeygatecollege.co.uk](http://www.abbeygatecollege.co.uk) for more information about the College.