



Queen Mary's SCHOOL

MINI BUS DRIVER

JOB DESCRIPTION AND FURTHER INFORMATION FOR CANDIDATES

Job Title: Mini Bus Driver
Job Purpose: To provide a dedicated bus service for pupils of Queen Mary's School

To collect pupils at designated points on a minibus route in the morning and return them to drop off points in the evening according to the timetable prepared by the Estates Manager

THE ROLE

The permanent role is part time with variable hours per week term time. The Estates Manager is the line-manager for the Driver and the daily tasking of driving duties will be issued by the School Administrator.

KEY RESPONSIBILITIES:

- Collect pupils at designated points on minibus route in the morning and return them to drop off points in the evening according to the timetable prepared by the Estates Manager / Bursar
- Conduct daily bus run as directed
- Maintain internal and external cleanliness of bus
- Carry out daily maintenance checks and record and submit information to Estates Manager as directed
- Refuel the bus to ensure that it is not left with insufficient fuel
- Account for daily mileage
- Record pupil usage and submit data to the Bursar monthly and at the end of each term
- Report all damage / repair requirements to the Estates Manager

ADDITIONAL DUTIES

The Support Staff Driver may be required to:

- Carry out additional driving tasks as convenient (subject to driver availability)
- Complete, with priority, any other reasonable tasks as required by the Head
- Complete a minibus driver awareness scheme
- Refresher driver training as specified by the Bursar / Estates Manager
- You will need to be available to attending mandatory training days / courses, on or off site, as and when required

GENERAL RESPONSIBILITIES

- Attend In-service training and staff meetings at the start of each term.
- Attend CPD training as required.

PERSON SPECIFICATION

Attributes	Essential Criteria	Desirable Criteria
Qualifications	Hold a full UK driving licence with category D, D1 or D101 entitlement	First Aid training
	Good general knowledge of English and Mathematics to GCSE level (C) or equivalent	Experience of working with pupils/young people
	Right to Work in the UK	Awareness of and compliance with school procedures and policies, including safeguarding and health and safety
Skills and abilities		
	Strong communication and interpersonal skills	
	Ability to be discreet and uphold confidentiality	
	Excellent time management and organisational skills	
	Excellent written English and meticulous attention to detail	
	Energy, drive, enthusiasm and a positive manner	
Personal attributes		
	Willingness to support the School's Christian values, ethos and heritage	
	Clear support for the advantages of single-sex education	
	Ability to abide by School policies and procedures	
	Awareness of the importance of Child Protection and Safeguarding of young people	
	Willingness to play an active part in the life of the school community	
	Willingness to work out of hours as and when school events occur	

TERMS AND CONDITIONS OF EMPLOYMENT:

This appointment is in regulated activity.

Support Staff: School Mini Bus Driver

The following particulars do not form any part of an offer of employment. Terms and conditions, which will incorporate the Staff Handbook and contract of employment, will be documented in due course to the successful candidate.

- The School Mini Bus Driver is appointed by the Head, subject to enhanced DBS clearance and receipt of two satisfactory references. The successful candidate will be required to complete a confidential pre-employment health questionnaire.
- The permanent role is part time with variable hours per week term time
- A competitive hourly rate is paid in monthly instalments in arrears from the agreed date of the appointment and inclusive of holiday pay
- The appointee will be expected to participate in an annual appraisal process
- Holidays should be taken out of term time except in exceptional circumstances and only then with the Bursar's approval.
- Accommodation is not provided
- The appointment is subject to a 3 month probationary period which may be extended following a performance review
- Additional benefits will include a significant fee discount for children to be educated at Queen Mary's School (subject to places being available and all relevant admissions criteria being met)

- The School operates an employer stakeholder contributory pension scheme.
- The appointee is required to give the School one term's notice of their intention to leave this post

All employees of Queen Mary's are responsible for promoting and safeguarding the welfare of children and young persons and must adhere to and ensure compliance with the School's Safeguarding Policy. If in the course of carrying out the duties of this post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, this must be reported to the School's Designated Safeguarding Lead.

Candidates must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

THE SCHOOL

Queen Mary's School is a Christian community that values, nurtures and respects every individual. A place where all are challenged to do their best, serve others, show compassion and act with integrity.

Queen Mary's School...

- Strives for excellence in every endeavour
- Loves life and enjoys learning
- Nurtures spirituality and personal growth
- Respects individuality and embraces diversity
- Enhances character and builds resilience
- Creates independent young people
- Makes strong and lasting friendships

Queen Mary's School is an all girls' independent boarding and day school situated in beautiful countryside, between Ripon and Thirsk. Junction 49 of the A1 is about 2 miles away. Founded in 1925, the school was originally situated at Duncombe Park, but moved to its present site in 1985. Baldersby Park, the school's current home, is a Grade 1 listed building surrounded by 40 acres of landscaped grounds, sports fields and paddocks.

There is a co-ed Pre-prep department and the Prep and Senior school is for girls only and spans the age range 7 to 16. Whilst a few girls are prepared for Common Entrance at 11, 12 and 13+, most girls stay on and do GCSEs, before moving to new schools and colleges for the sixth form.

The School has a strong boarding tradition; however, the School is also attracting an increasing number of day girls and those who board one or two nights each week. Many of the girls who travel to school daily use the school minibus service.

Queen Mary's has a unique family atmosphere with friendliness and concern for others being an important part of the School's ethos. It is one of a group of 43 schools belonging to the Woodard Corporation, an Anglican foundation that promotes Christian education and high academic and pastoral standards within all its schools. All members of staff are expected to be in sympathy with the aims and ethos of the School.

More information about Queen Mary's can be obtained from the website www.queenmarys.org.