



WESTONBIRT  
SCHOOL



MINI BUS DRIVER

CANDIDATE PACK

## WESTONBIRT

Westonbirt is a co-educational day and boarding school for pupils aged 2 to 18, located in a stunning rural setting in the heart of the Cotswolds. Set in a Grade 1 listed manor house in 210 acres of beautiful landscaped grounds, the school enjoys a reputation for high academic standards within a caring, happy environment. The school benefits from excellent sports facilities which include a Sports Centre, Astro turf pitch, 25m Swimming Pool and 9-hole Golf Course.

In May 2018, Westonbirt joined Wishford Schools, a group of high-performing schools in Wiltshire, Gloucestershire, Berkshire and Kent. Schools work closely with the group's senior leaders to define strategy and then enjoy the autonomy to run their schools, while benefiting from the support that membership of the group brings. In addition to strategic input and the sharing of best practice, schools are able to access group expertise in property, legal, HR, finance, compliance and marketing.

For more information on Westonbirt, please visit: [www.westonbirt.org](http://www.westonbirt.org)

**This role is based at Westonbirt School with routes available in and around Tetbury.**

## OVERVIEW OF THE ROLE

Wishford Schools is a group of nine independent schools, including five in Wiltshire and Gloucestershire (Corsham, Cirencester, Cricklade and Tetbury). Our transport fleet is an important part of our offering to parents, providing a daily collection/drop off service, and transporting pupils on trips and matches.

The group aims to provide an excellent education to all pupils, giving every child the opportunity to shine. Standards and expectations are high, and staff and pupils are challenged and supported to give their best. Wishford schools are an equal opportunities employer and welcome 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. For more information on the Wishford Schools group, please visit: [www.wishford.co.uk](http://www.wishford.co.uk)



## JOB DESCRIPTION

### THE ROLE

Westonbirt 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 tacho card, although training can be provided for drivers who do not currently hold these qualifications.

The post holder's responsibility for promoting and safeguarding the welfare of children and young person's 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 Headmaster or Designated Safeguarding Lead.

Westonbirt 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.

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

## HOURS OF WORK, AND SALARY

The position will be an annualised contract, based on 1187.5 hours, with pay split into 12 equal monthly instalments.

Core hours of work are 06:30 - 09:00 and 17:00 - 19:00. The annualised hours include 10 hours of ad-hoc driving, such as airport runs, sports fixtures, annual bus maintenance and school trips. For 4 weeks of Summer School, there are 20 hours per week of driving required.

**The hourly pay rate is £14.04 per hour (£16,672.50 per year)**

## APPLICATION PROCESS & KEY INFORMATION

Position closes 5th June 2024. We reserve the right to close applications early due to high application numbers, so early application is encouraged.

Interviews will be held W/C 10th June 24

Applicants should complete the school's application form and submit by email to the Transport and Operations Manager - Paul.Stratford@wishford.co.uk

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



## JOB DESCRIPTION

As a minibus driver for Wishford Schools, you will be expected to carry out your duties in a professional and respectful manner in accordance with the guidance in the Wishford Schools Driver's Handbook.

You are the public face of Wishford Schools and as such you should make sure, as far as is reasonably practicable, that you and your vehicle are kept in a clean, tidy and presentable condition.

Drivers should note that as soon as you take charge of a vehicle, that vehicle and its passengers are ultimately your responsibility. It is your duty to ensure that all checks have been carried out and signed for as ignorance is no defence.

- On taking over vehicle before each journey, check that head lights, side lights, brake lights, indicator lights and hazard lights and wipers are fully functioning. You should complete your pre journey walk around check and sign the nil defect sheet, or report a fault, in the defect rectification book and hand this immediately to the School Business Manager (SBM).
- Responsible for routine maintenance of your dedicated minibus, including checking oil, coolant and screen washer levels on a daily basis. Ensuring own vehicle is filled up with fuel, check the tyre pressures and tyre wear and reporting any issues promptly to SBM. Checking first aid kit and fire extinguisher pressures weekly or after use, report any usage to SBM.
- A daily check of the internal cleanliness of the vehicle before and after every journey, handing any objects found to the SBM.
- Transport children, including those with impaired mobility or severe/moderate learning difficulties to and from school or other authorised locations.
- Assist children, including those with impaired mobility problems in and out of the vehicle.
- Ensure good behaviour of children on the bus where reasonably practicable and to report any behavioural incidents to the form tutor or in their absence the SBM.
- Ensure, as far as possible, that scheduled timings are observed
- Ensure assistance and co-operation is provided to the SBM in obtaining necessary data required for regular licence checks
- In the event of an accident, follow procedure as detailed in the Wishford Driver's Handbook 10. Washing of vehicle on a regular basis to ensure it is in a presentable condition.
- Keeping accurate daily passenger records and vehicle records, including any internal or external damage which must be reported to the SBM immediately.
- Providing the SBM with a summary of passenger usage weekly.
- Ensuring your mobile telephone battery is kept properly charged.
- Taking and collecting the minibuses to garage as requested for repairs and servicing.
- Safe keeping of fuel card and prompt submission of fuel receipts to the SBM.
- Check all lights are working properly at the end of your driving day. Spare bulbs will be kept in the glove compartment.
- Drivers should familiarise themselves with Tachograph procedure and should acquaint themselves with Driver's Hours rules.
- Drivers should ensure that they carry their driving Licence, DQC card and Tachograph card with them at all times.
- Attend relevant training/refresher courses as required.
- Undertake any other associated duties as required by the SBM or designated deputy.
- Maintain and help promote a good company image, ensuring you maintain a clean and tidy appearance at all times.
- Provide minor first aid to passengers and ensure that any injured passenger receives medical attention as quickly as possible. Completion of the relevant personal injury report/accident report forms to the SBM without delay.
- Work within Health and Safety guidelines and other guidelines that may be issued from time to time.
- Work within the constraints and guidelines as set out in the staff handbook.
- Work within Safe Working Procedure guidelines and follow company procedures if involved in a collision.