



MINIBUS DRIVER

Candidate Information Pack

Telephone: 01206 572544 Email: careers@stmaryscolchester.org.uk

Website: www.stmaryscolchester.org.uk/vacancies

Welcome

Dear Applicants,

Welcome to St Mary's School. We have been educating girls from Colchester and the surrounding areas since 1908 and as such have built a very strong reputation within our local community. Throughout this time the school has grown in size and is now located on two sites. The Senior School is close to the town centre whilst the Lower School and Kindergarten enjoy a more rural location.

St Mary's is a happy and thriving school and we are proud of each and every one of our pupils. We are proud of our diverse student population and we are passionate to create a team of staff reflective of this diversity.

This is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community.

NICOLA GRIFFITHS
Principal





The school

St Mary's is an Independent day school in Colchester, Essex for girls age 3-16 and boys age 3-4.

The Lower School was ranked in the top 25 highest performing Preparatory Schools in England by the Sunday Times last year. Many girls achieve scholarships to senior school and we have an impressive 11+ pass rate for those who choose to sit the exam. At the Senior School our GCSE results are also regularly amongst the best in the country for on-selective schools. We're able to achieve such success by tailoring the education to suit the needs of each individual in our small classes and by giving the girls the encouragement and support they need to aim high.

We are strong believers that success in life comes from more than just impressive exam results. At St Mary's we offer a brilliantly balanced education in order to develop exceptionally well-rounded individuals. With a huge variety of clubs, enrichment activities, music and drama productions, visits and international travel experiences on offer, there's ample opportunity to learn new skills and develop talents. There are numerous positions of responsibility available to the girls which help develop their leadership skills, and we foster team spirit through initiatives such as the School Council and School Houses.

For young people to thrive we firmly believe they must feel confident, relaxed and secure. Every child is known and understood and the girls feel comfortable challenging themselves

and asking questions.

We believe in instilling the values of respect and courtesy, and through our charity and outreach work the students develop a strong sense of community. We are a leading Eco School and the students get a strong sense of caring for the environment as a result. As a global member of the Round Square Organisation, those who attend St Mary's benefit from our international links, which helps to broaden their horizons.

In this positive environment our young people develop the strength of character and the self-belief they need to make the very most of the life that lies ahead.



Job description

Job title:	Minibus Driver
Reporting to:	Assistant Head of Operations
Line management responsibility:	None
Hours:	Minimum of 20 hours per week based upon two shifts per day, Monday to Friday. Term-time only (shift 1 starts 6-6.15am; shift 2 starts 3.15pm)
Salary:	£12 per hour
Start	September 2024 (with potential scope to act as a relief driver on a zero hours contract prior to September 2024)
Benefits:	Pleasant working grounds and location Free refreshments available Staff discount for School fees (subject to qualifying criteria) Discounted gym membership Employee Assistance Programme Bike2Work Scheme Ongoing CPD and training (training can be provided but must be successfully qualified before transporting pupils) Pension scheme

General Provisions

The particular duties assigned to this post are set out below. These may be reviewed and amended in consultation with the post holder in the light of any changes in the requirements and priorities within the school. Such duties may vary from time to time without changing the general character of the duties or the level or responsibility entailed within it.

Purpose of the post

To drive the school minibus as part of a daily service by collecting St Mary's pupils from designated pick up points in the morning and then returning them to the same point at the end of the school day.

Specific duties

- AM- collect the minibus from school and drive a predetermined route to pick up pupils in time for the start of school
- PM-collect the minibus from school and drive the same predetermined route to drop off pupils after school ends (Note-the minibus will be left at school during the day)
- Complete daily minibus checks and complete routine paperwork
- Ensure that all relevant pupils are accounted for
- Liaise with parents as required
- Wash and clean the minibus on a weekly basis and carry out minor maintenance tasks as required

All staff are required to:

- Observe health and safety procedures and work safely at all times
- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact
- Conduct yourself with professionalism, tact and diplomacy at all times as a representative of the School

The above duties are not exhaustive as the post will also cover any other duties which may reasonably arise in connection with the position or at the request of the Principal.



Person specification

(E) = Essential
(D) = Desirable

Education/Qualifications

- Current Driver's Licence with the D1 category (training can be provided but must be successfully qualified before transporting pupils) (E)
- Current CPC/PSV qualification (D)
- Must have already passed or must successfully complete Minibus (MIDAS) training before transporting pupils (E)
- First Aid trained (D)

Skills/Knowledge

- Minibus/Passenger Service Vehicle driving (D)
- Minibus/Passenger Service Vehicle driving within an educational setting (D)
- Able to use initiative and meet deadlines (E)
- Able to use electronic forms of communication and other software (E)
- Accurate record keeping (E)
- Customer service and telephone skills (D)
- Basic understanding of vehicle maintenance (D)

Attitude/Personal qualities

- Organised, self-disciplined, reliable, conscientious and honest (E)
- Able to work within a team (E)
- Flexible approach to work and a positive attitude (E)
- Honest and discreet (E)
- Willingness to commit to a whole school ethos (E)
- Understand and maintain professional boundaries when dealing with others (E)





Application process

Closing date for applications: 31st March 2024

Date of interviews: Rolling interviews as and when suitable applications are received

We remain the right to close the vacancy early if the right candidates are found.

An application form can be downloaded from the school website:
www.stmaryscolchester.org.uk/vacancies

Candidates should complete their application form and return it to Mrs M Terry, HR & Compliance Officer at:

Email: careers@stmaryscolchester.org.uk

Post: St Mary's School, 91 Lexden Road, Colchester, Essex, CO3 3RB

Safeguarding

St Mary's is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All candidates must be willing to undergo child protection screening.

Please visit www.stmaryscolchester.org.uk/vacancies/ to read our Application & Recruitment process explanatory notes.

Privacy notice

Please read our Privacy Notice for Job Candidates, which can be found at www.stmaryscolchester.org.uk/vacancies/

We respect your privacy and are committed to protecting your personal data. Our Privacy Notice will inform you as to how we look after personal data held by us and tell you about your privacy rights and how the law protects you. It is important that you read this Privacy Notice together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or processing personal data so that you are fully aware of how and why we are using personal data. This Privacy Notice supplements the other notices and is not intended to override them.

