



LAMBROOK

MINIBUS DRIVER

Information for Candidates

Monday to Saturday term time only



Start Date—as soon as possible



LAMBROOK

The School requires a weekday and Saturday minibus driver for its West London bus service. From Monday to Saturday*, the service requires two runs, one leaving the school at approximately 6am and a second at approximately 5pm but exact times may vary. This service operates for 33 weeks of the year during term time, with each return journey taking up to 3 hours.

*Saturday runs are variable and will not cover every Saturday during term time (approximately 22 per year).

Applicants must be over 25 years of age and hold a clean current UK driving licence entitling them to drive D1 vehicles. This is a permanent, pensionable position offering a very attractive salary plus holiday pay and pension. The salary is divided and paid over 12 months and occasional overtime is available.

JOB DESCRIPTION

To drive one of the Lambrook School's own minibuses on a scheduled bus route as required, whether on a regular pick-up or as staff sickness cover.

The role would involve collecting pupils from designated collection points and bringing them to School in the morning, or alternatively driving them home in the evening to the same collection/drop off points where their parents are waiting to meet them.

A school driver is expected to attend approved Minibus driver training programme to enhance their skills. This would assist with the responsibility of the role when driving our pupils to and from their destination.

Additional driving may be required during the term-time to assist the teaching staff when taking their class of pupils to an event or sports fixtures – this would be paid as overtime.

A driver is expected to complete a routine visual inspection of their vehicle, prior to setting-off, and complete the appropriate work sheet/app. It is the driver's responsibility to report any minor defect of the vehicle to the Transport Supervisor, and to take the decision to not drive the vehicle if it is temporarily rendered non-roadworthy.

It is the responsibility of the driver to complete the register for the pupils travelling on his/her minibus, and to keep the passengers under control during the journey. Any excessive behaviour should be reported to the Deputy Headmaster immediately on return to School.





PERSON SPECIFICATION

Knowledge and Experience

A good level of education, particularly in English and Mathematics

Clean D1 Driving License, or equivalent training in driving minibus.

A basic knowledge of health and safety requirements in a school environment and on the road.

Skills and Abilities

Ability to follow instructions or work on own initiative as necessary

Ability to communicate effectively with parents and other staff

Ability to work within the policies of the school

Ability to work effectively as part of a team

Ability to use language and other communication skills that children can understand in order to keep them safe during their journey

An awareness of Safeguarding issues, and the procedures to be taken in the event of a safeguarding concern.

Personal Qualities

Willingness to participate in further training and developmental opportunities offered by the school, to further knowledge

A commitment to continuing professional development

Desirable Criteria

Experience of working with children

Basic knowledge of Paediatric First Aid



THE APPLICATION PROCESS LAMBROOK

The school has its own generous salary scale and benefits including contributory Pension Scheme, free lunches (term time only), bike to work scheme, life assurance scheme. If the candidate has a child who has been accepted into the school, subject to availability of spaces, a means tested fee remission may be available.

Applicants are asked to provide the Headmaster with a letter of application (no more than two sides of A4). The letter of application should offer a personal insight into the skills and aspirations of the candidate. Letters should be sent to the Headmaster via HR@lambrookschool.co.uk.

Applications will only be accepted from candidates completing the School's Application Form in full. In addition, we ask for an accompanying photograph (not essential).

Any offer to a successful candidate will be conditional upon:

Verification of identity, qualifications and confirmation of right to work in the UK.

A minimum of two references.

A new satisfactory Enhanced Disclosure clearance (DBS) including the Children's Barred List must be in place before employment can commence.

Verification of medical fitness.

Where a candidate has worked or been in residence overseas in the previous five years, such checks and/or Visa documents are required in accordance with statutory guidance.

All appointments to the School are subject to satisfactory completion of a probationary period.

If you are currently working with children on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, that previous employer will be asked about these issues. Where neither your current nor your previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may, where appropriate, answer 'not applicable' if your duties have not brought you into contact with children or young persons.

You should be aware that provision of false information is an offence and could result in the application being rejected or in summary dismissal, if the applicant has been selected, and possible referral to the police and/or the department for Education Children's Safeguarding Operation Unit.

