

# Packwood



*Packwood is part of the Shrewsbury School family of Schools.*



## **Information for Candidates** Minibus Driver

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## Minibus Driver

*Term time only.*

We are looking to recruit a friendly Minibus Driver to safely collect and drop off pupils to and from School.

The ideal candidate will have a full and clean driving licence, including D1 category, with a minimum of two years driving experience, and will enjoy working in a friendly and pro-active environment. You will be driving a School minibus and will be responsible for ensuring the minibus is in safe working order, clean and in good condition.

We can offer a competitive hourly rate and package to include professional training and development.

An indication of the working hours are Monday to Friday, 6.00am to 8.30am and 5.30pm to 7.30pm.

**Full application packs and job descriptions can be obtained from our website: <http://www.shrewsbury.org.uk/page/job-vacancies>**

**or email: [recruitment@shrewsbury.org.uk](mailto:recruitment@shrewsbury.org.uk)**

**Closing Date: 12pm, Friday 19 April 2024**

***Packwood Haugh School is committed to safeguarding and promoting the welfare of children and young people, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.***

# Job Description

## MAIN PURPOSE OF ROLE

The Bus Driver will be responsible for bringing children to and from school, ensuring timely pick-up and safe drop-off in the process.

## LEVEL OF POSITION

The Bus Driver will report directly to the Bursar who is responsible for day-to-day Line Management including annual reviews, training and development and health and safety.

## DUTIES AND RESPONSIBILITIES

The duties and responsibilities below are illustrative duties. The position holder will be expected to become involved in a range of work, on occasions that may not be illustrated below.

### Role Specific

- To drive one of the Packwood Haugh School minibuses to collect and / or drop off pupils on one of the agreed bus routes.
- To ensure the safety and wellbeing of pupils on the minibus
- To communicate effectively with pupils on the minibus.
- To ensure the minibus is in safe working order, clean and in good condition.
- To carry out a daily visual inspection of tyres, lights, oil, water and fuel.
- To report any vehicle defects, faults, incidents and accidents to the Bursar / Maintenance Manager.

- To adhere to all statutory legal requirements and School policies including Health and Safety guidelines for Minibus Drivers.
- To liaise directly with parents as necessary.

### **Wider School**

- To undertake any other reasonable duties as may be required by the Bursar in association with the Minibus Driver role.
- To attend staff meetings, team meetings and other internal meetings as appropriate.
- To attend all relevant training as required.
- To ensure the safety and wellbeing of Children and young people at Packwood Haugh School by adhering to and complying with Packwood Haugh's Health and Safety policy at all times.

### **Suitability to work with children:**

- Packwood Haugh School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- This successful candidate will be in regulated activity with you people and therefore, must comply with the School's Safeguarding & Child Protection policy at all times.
- The postholder must undergo Safeguarding & Child Protection training as directed by their Line Manager.
- Full safer recruitment checks will be completed on successful candidates which will include an Enhanced Disclosure & Barring (DBS) check.

# Person Specification

It is anticipated that the successful candidate will demonstrate the following:

	<u>Essential</u>	<u>Desirable</u>
<b>Qualifications/Skills:</b>		
• Good standard of education		√
• Full and clean driving licence including D1 category	√	
• PCV licence or willingness to undertake training		√
• First Aid qualification would be an advantage		√
<b>Work Experience:</b>		
• Minimum of 2 years driving experience	√	
• Experience of driving a minibus or other large vehicle	√	
• Experience of team working	√	
• Able to ensure standards for health and safety are met	√	
• Experience of working with children		√

Essential      Desirable

**Personal Attributes:**

- Ability to establish and maintain positive relationships      ✓
- Excellent communication skills to liaise with a wide range of people      ✓
- Willingness to learn and develop new skills      ✓
- Willingness to support staff and colleagues      ✓

**Specialist Knowledge:**

- Awareness of Health & Safety at Work Regulations      ✓

## ABOUT PACKWOOD HAUGH SCHOOL

Packwood is a co-educational, day and boarding prep school for children aged 4-13 years old. Set in 65 acres of beautiful Shropshire countryside, but only just over an hour from Manchester and Birmingham, our amazing site and facilities make Packwood a truly special place for children to grow and develop, whilst enjoying an extended childhood.

Packwood has a national and international reputation for academic strength combined with a focus on all-round education in a genuinely caring environment. Small class sizes and dedicated, specialist teachers help to ensure that every child makes the very best academic progress.

Our co-curricular programme plays a central role in school life. All pupils enjoy lessons in the creative and performing arts every week as well as playing sport almost every day. We encourage all of our pupils to discover new passions and talents as well as further develop their existing strengths.

A key feature of life at Packwood is the welcoming and genuinely caring atmosphere in the school. All pupils, whether boarders or day pupils, benefit from the close-knit community – it is so much more than a school with many staff and pupils calling Packwood home.

Packwood Haugh School has a strong vision, derived from our position as a major co-educational boarding and day school of international reputation.





## Ethos and Values at Packwood

At Packwood we believe that a strong emphasis on pastoral care helps children to grow in confidence and thrive in all areas of school life. We encourage every pupil to:

- Make the very best academic progress, developing a love of learning in preparation for senior school and life beyond.
- Enjoy a range of co-curricular experiences, developing existing talents and discovering new passions.
- Grow and develop as individuals in a happy, caring and supportive environment, making lifelong friends along the way.

All members of the Packwood Community follow the Packwood Way:

- Treat others as you would like to be treated
- Forgive
- Share
- Be respectful
- Be honest and live with integrity
- Be kind and helpful
- Be a responsible member of the community
- Do your best to be your best





## The Application Process

Please note that our recruitment process is dealt with centrally at Shrewsbury School. If you wish to apply, please complete Packwood Haugh School's application form and send a covering letter. Please email your documents, ideally as 'pdfs' to: **[recruitment@shrewsbury.org.uk](mailto:recruitment@shrewsbury.org.uk)** by the closing date and time.

Alternatively, you may prefer to send a printed copy, addressed to: The Human Resources Department, The Bursary, Kingsland House, Shrewsbury, Shropshire, SY4 7BA.

**Closing Date: 12pm, Friday 19 April 2024**

Short-listed candidates will be contacted by telephone.

Offers will be given verbally and in writing as soon as possible following the interview.

We reserve the right to appoint at any stage of the recruitment process.

Any questions or queries regarding applications should be addressed to: [recruitment@shrewsbury.org.uk](mailto:recruitment@shrewsbury.org.uk) or telephone 01743 250834.

**Please ensure you read the Recruitment Guidance Notes on page 13**

# Benefits and Contractual Terms

## Contractual staff benefits

### **Salary**

Competitive salary will be discussed at interview.

### **Hours**

Normal hours of work will be 06.30 to 08.30 and 17.30 to 19.30 Monday to Friday term time only, excluding Wednesday afternoons.

The successful person must be able to show a degree of flexibility in working hours as he/she may be required to work varied hours according to the operational needs of the school.

Please check our school term-dates which can be found on our school website (<https://packwood-haugh.co.uk/information/term-dates/>). Our term-dates are different to other schools.

### **Sick pay**

The postholder would be entitled to statutory sick pay.

### **Holiday**

Your annual leave entitlement is incorporated within your normal paid working year therefore you will receive payment of 5.6 weeks for this entitlement. Please note that you are not permitted to take any leave during term-time.

### **Pension**

All employees are eligible to join Packwood Haugh School's Pension Scheme (employee 5%, employer 3%).

# Benefits and Contractual Terms

## Non-contractual Staff Benefits

### **Training & Development**

All staff have the opportunity to access professional training; we seek to develop individuals in all areas of their school life.

### **Parking**

Parking is provided free of charge on and around site in designated areas and with a school permit.

### **Cycle to Work Scheme**

The scheme gives employees access to significant savings on cycles and accessories used for commuting purposes.

# Recruitment Guidance Notes:

## Terms of Appointment

Under the Department of Education's Keeping Children Safe in Education Regulations we have a legal duty to follow safer recruitment checks. Therefore, any appointment will be subject to the following employment checks:

## Probationary Period

All appointments are subject to a twelve months' probationary period.

## Application Form

All candidates must complete our application form to be considered for a job. You must list your employment history from the date you left full-time education and give details of any employment gaps. This should be accompanied by a covering letter.

**Note: CVs are not accepted.**

Your letter and application form should be sent as a pdf to:

[recruitment@shrewsbury.org.uk](mailto:recruitment@shrewsbury.org.uk)

## References

In order to assess candidates' suitability, we shall request at least three references. Please note that in accordance with safer recruitment regulations, We will follow up written references with a telephone call to the referee. We will also follow up recent employment within an educational setting.

## Right to work in the UK

If you are invited to attend an interview you will be asked to bring identification with you to confirm your right to work in the UK. We ask that you bring **three** forms of identification with you, to include:

- ✿ Current passport or biometric residence permit
- ✿ Current driving licence
- ✿ Birth or adoption certificate for the UK or Channel Islands - issued within 12 months of birth (*including those issued by UK authorities overseas, e.g. Embassies, High Commission and HM Forces*)

## **Evidence of qualifications**

If you are invited to attend an interview you will be asked to bring original evidence of your qualifications.

## **Medical Fitness**

If successfully appointed, you will be asked to complete a medical questionnaire and if necessary, provide a satisfactory report from your GP.

## **Safer recruitment checks**

Please read through the school's Safer Recruitment Policy which will give full details of the safer recruitment checks undertaken as part of the on-boarding procedure. If you have any questions on any of these checks please contact us. In summary, below are details of some of the checks carried out.

## **Disclosure & Barring Service (DBS) Disclosure:**

If you have ever been convicted of a criminal offence, bound over or cautioned, you must read carefully the section of the application form headed 'Criminal Convictions'. The appointment is subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) Certificate.

## **Overseas Police check**

If you have spent time abroad for three months or more in the last five years you will be required to obtain an overseas check from that country. The school will support the successful candidate through this process.

## **Prohibition check**

Some pupil facing job roles require the School to carry out a prohibition check. This is carried out online via the Department for Education website.

## **Social Media check**

The School is required under the Keeping Children Safe in Education to carry out a social media check on all candidates invited for interview.



**Packwood Haugh School,**  
*Ruyton XI Towns, Shrewsbury, Shropshire SY3 7BA.*

Email: [recruitment@shrewsbury.org.uk](mailto:recruitment@shrewsbury.org.uk)  
Telephone: 01743 280500

**[www.packwood-haugh.co.uk](http://www.packwood-haugh.co.uk)**

*Registered charity number: 528413*