



# Henlow Church of England Academy Application Pack

# School Minibus Driver



## About Henlow Church of England Academy

Henlow Church of England Academy opened as a middle school (Years 5 - 8) in 1976 and established itself as a popular choice for pupils in the 3 tier offer in Central Bedfordshire. As the area now moves towards a primary/secondary model, Henlow is at the forefront of this change as a thriving secondary school (Years 7 - 11). The journey has been an incredible one for our community and I am proud to welcome you to join us as we take our next steps.

The surrounding countryside has always been a wonderful feature of our setting but the buildings themselves have been transformed in recent years. As a secondary school we now have superb facilities and offer a curriculum full of possibilities designed to develop the interests of our young people. As they progress throughout the school, they begin selecting which areas they wish to pursue further in Years 7 and 8. They have an increased choice alongside a community option in Year 9 and ultimately those subjects they wish to focus on in KS4. Our commitment in our curriculum and staffing matches the investment in our new buildings. In addition, our secondary Heads of Department have considerable experience at teaching GCSE. We are excited that our first Year 11 students will receive their GCSE exam results in the summer of 2024.

As a community our ambition is driven by our ethos and Christian vision - every young person deserves to enjoy their learning by receiving the right blend of nurture and challenge ('I have come that they may have life, and have it to the full.' John 10:10). A genuine warmth and sense of community defines our approach and underpins all aspects of Henlow life. As teenagers make important decisions about the person that they ultimately want to become, we build positive relationships with them and ensure that they are supported to be the fully rounded person they hope to be.

In 2021 Henlow Academy became the founding member of Poppy Hill Multi Academy Trust which now includes Meppershall Academy. We enjoy strong links with our feeder schools which are now primaries, the Diocese of St Albans and a wide number of community and charity organisations.

## Job Description

**Post:** School Minibus Driver

**Salary/Grade Range:** NJC Point 1-3

**Hours:** 20 hours per week

**Reporting to:** Operations Manager

**Liaising with:** The Headteacher and SLT of Henlow Church of England Academy, teaching and support staff, Diocese of St Albans Schools Team, parents and governors.

### **Purpose of Role:**

To drive the minibus vehicles for the school to enable students to participate fully in a wide variety of activities.

### **Duties and Responsibilities:**

#### **Operational**

- To be responsible for carrying out driving /escort duties.
- To work cooperatively with all disciplines of staff.
- To be responsible for carrying out vehicle checks before driving and report any problems to the school office.
- To be responsible for ensuring that the required number of seats are in place and secure, and that the necessary wheelchair restraints are available for the planned journey.
- To be responsible for the welfare, safety and comfort of passengers at all times, and to offer assistance where appropriate.
- To be responsible for returning vehicle keys at the school office or to leave them as advised if outside office hours.
- To be responsible for the correct use of safety and security equipment in accordance with the instructions given, and the wearing of safety clothing.
- To undertake appropriate training when necessary, in consultation with the other staff, e.g. Safeguarding, MIDAS, Manual Handling
- To be responsible for the cleanliness of the interior of the vehicle you are driving.
- Not to drive any vehicle or use any equipment unless fully trained and confident.
- To supply a copy of your driving licence every 6 months on request, and to immediately advise Poppy Hill CE MAT of any changes or endorsements to your licence.
- To be responsible for ensuring that all passengers and yourself wear a seat belt at all times.
- To undergo a Disclosure and Barring Service check.
- To undertake any other duty that may from time to time be reasonably required.

The School Minibus Driver will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

## Person Specification

Key Criteria	Essential	Desirable	Identified By
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>Hold a current, clean and valid driving licence D1 unrestricted or a PSV licence,</li> <li>D1 restricted (car licence obtained prior to 01/01/1997) considered.</li> <li>Capability to maintain accurate vehicle and user records.</li> <li>Competent to undertake daily and weekly vehicle checks and carry out basic maintenance</li> </ul>	<ul style="list-style-type: none"> <li>MiDAS trained</li> <li>PCV licence holder.</li> </ul>	Application form  Letter of application  References  Interviews
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Clean driving licence</li> <li>Pleasant approachable personality.</li> <li>Ability to keep control of children</li> <li>An ability to communicate with a range of people</li> <li>Ability to work on own initiative and as part of a team.</li> <li>Reliable and trustworthy.</li> <li>Honest, sense of responsibility and confidentiality.</li> <li>Flexible approach to working arrangements.</li> <li>Sensitivity to user needs</li> <li>Willing to undertake training as appropriate.</li> <li>Willing to undertake additional training to enhance the services delivered by school.</li> </ul>		Application Form  References  Selection Process  Interview

- Insurance age limit - Over the age of 21, Under the age of 75
- No more than 6 points on their licence
- Held the licence for more than a year (normal driving licence)

### Notes:

This job description may be amended at any time in consultation with the postholder.

*The school operates safer recruitment practices and the successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure & Barring Service (DBS)*

**HONESTY - ENTHUSIASM - NURTURE - LOVE - ORIGINALITY - WISDOM**