





MINIBUS DRIVER

Permanent, part-time, term time only

Actual salary £9,289 pa based on 20 hours per week

Required 01 June 2024

The position

Saint Nicholas School is seeking an enthusiastic and reliable individual to join our friendly team of minibus drivers, providing a safe, professional and courteous transport service to our pupils.

The successful applicant

Reporting to the Estates Manager, the successful candidate will be reliable and trustworthy, be able to communicate politely and effectively with a wide range of people including colleagues, pupils and parents. They will be able to work on their own initiative and as part of a team and have a flexible approach to working arrangements. A current, clean and valid driving licence which includes either D1 or PCV licence is essential. Previous experience of driving a minibus or large vehicle would be advantageous.

The role is permanent, part-time position, term time only. Annual salary is £9,289 based on 20 hours per week (4 hours per day) at an hourly rate of £11.44ph. Normal working days Monday to Friday, 6.30am to 8.30am and 4.50pm to 6.50pm.

We offer a wide range of benefits to school staff including training and development opportunities, up to 50% fee reduction for children of staff (after completing one year) and contributory pension (subject to eligibility criteria).

School's history & background

Saint Nicholas School was founded in 1939 with a total roll of 7 pupils. By 1977, the pupil roll had increased to 140 and at this time the school moved from its modest premises in Mill Street, Churchgate Street, to the current location at Hillingdon House. Today, Saint Nicholas is a thriving independent coeducational day school catering for approximately 500 pupils aged from 2 ½ to 16, with a nursery for babies from 3 months of age scheduled to open in early 2023.

The school is situated in delightful gardens and grounds which extend to more than 14 acres. Pupils in the lower, middle and upper school are each housed in their own area, within close proximity of each other, enabling good access to shared facilities. The School is very well equipped with specialist classrooms, science laboratories, technology areas, ICT rooms, and libraries. Sports facilities include extensive playing fields, tennis courts, a heated swimming pool, and a magnificent sports hall and state-of-the-art theatre.

The School is located close to London and Cambridge with direct train access to both, as well as being a short drive from Stansted Airport and the London Underground via Epping. You can find more about the school by visiting our website <https://www.saintnicholasschool.net/>

Closing date for applications

All applications to be made via the school's application form available on the school website:

<https://www.saintnicholasschool.net/our-community/vacancies>

Please submit applications via email to Davina Marshall, HR Manager: d.marshall@saintnicholasschool.net

The closing date is **9am on Friday 10th May** will be reviewed on a rolling basis so please apply as soon as possible. The school reserves the right to appoint prior to the closing date.



KEY RESPONSIBILITIES

The minibus driver will be responsible for the health, safety, comfort and welfare of pupils and staff whilst being transported in the vehicle, carrying out vehicle checks before each journey, reporting vehicle defects and ensuring the vehicle is in a clean and roadworthy condition before and after use.

- Responsible for health and safety, comfort and welfare of pupils and staff whilst being transported in the vehicle.
- Carrying out a vehicle check before each journey - lights, tyres, fluids.
- Reporting any vehicle defects, faults, incidents and accidents.
- Ensuring the vehicle is in a clean and roadworthy condition before and after use.
- Covering for absent colleagues.
- Working within health and safety guidelines and other guidelines that may be issued from time to time.

We would love to hear from you if you are looking to join a supportive and enthusiastic team in beautiful rural surroundings. We respect the hard work and commitment demonstrated by everyone at Saint Nicholas School and we are proud of the caring and mutually supportive atmosphere.

Saint Nicholas School is fully committed to safeguarding and promoting the welfare of children, young people and other vulnerable groups and expects all staff, parents and volunteers to share this commitment. All staff and volunteers, where appropriate, will be required to complete our safer recruitment checks including qualifications; references; enhanced DBS and barred list; proof of identity; right to work in the UK; overseas, EEA and prohibition checks. New employees will be required to submit a Staff Self Declaration form (referring to disqualification under the Childcare Act 2006 as amended in 2018).

EQUALITY AND DIVERSITY

Saint Nicholas School aims to employ staff who are best qualified for the post and does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sexual orientation, marital or civil partnership status, disability or age.

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents to be presented as detailed on the application form.