



I am delighted to welcome you to Holmwood House School and Nursery, where I believe we provide a truly inspiring learning environment and boundless opportunities for discovery and exploration, that enables our pupils to develop their individuality, confidence and tenacity.

Holmwood House is an independent co-educational school with thriving Nursery, Early Years, Pre-Prep and Prep departments and has recently announced its expansion to 16. The school is set in beautiful grounds a few minutes from the centre of Colchester, giving over 300 boys and girls access to a huge range of academic, sporting, creative and scientific facilities.

We believe that the quality of our teaching, nursery, boarding and support staff is paramount. At Holmwood House we pride ourselves on having excellent staff who ensure our pupils are provided with the very best learning environment during their time here.

Thank you for taking the time to prepare your application and for your interest in Holmwood House. Further information can be found on our website: www.holmwood.house

Edward Bond
Headmaster



Job Description and Person Specification

Job title:	School Minibus Driver for 17 seater Vehicle
Reporting to:	Transport Manager and Facilities Manager
Start Date:	September 2023
Hours:	Morning Pick up of Pupils to School by 8.15 and drops off from 5.15. As Well as ad-hoc journeys when required. Can be discussed in further detail at Interview.
Salary:	£12 per Hour
Benefits:	Gym membership; Perk Box Subscription

Purpose of the Job:

- To provide a safe, reliable and professional transport service for students of Holmwood House Independent School. To ensure that students using the service on a daily basis and students and staff using the service for school trips are collected and dropped off in a timely and safe manner.

Duties will include:

- Responsible for the safety of pupils travelling on the vehicle at all times
- Safe keeping and updating of the bus maintenance book and pupil register on a daily basis.
- Ensure that a basic maintenance check on the vehicle has been carried out prior to each journey.
- Responsible for the school fuel card and diesel receipts relating to the assigned vehicle.
- Ensuring any defect relating to a vehicle that would render it unfit for the road is notified immediately to the Facilities Manager
- Responsible for the cleanliness and presentation of the vehicle
- Responsible for maintaining and recording of accurate driving hours records

Further information:

The driver needs to have the relevant requirements to be able to drive a minibus (D1), have a clean licence and ideally have experience of driving children. Checks will be made with the Disclosure service to ensure suitability to work with children.

The driver will be advised of the routes to take to collect the pupils in the morning from and drop off in the evening to designated points. These will be advised by the school and should only be changed with agreement of the school. The collection times should be followed.

Register sheets advising who is on the bus are given by the office each week and should be completed when the pupils get on the vehicle.

Although not a requirement, it would be beneficial if the driver was available with notice to assist with the extra driving to take pupils to sporting events or outings. This could be during the working day or at weekends and would attract additional pay.

All holidays are to be taken during the school holiday time. Any time taken off during the school term will be treated as unpaid and must be agreed with the Head.

The vehicles are the property of the College and must be looked after whilst under the driver's supervision. It is the driver's responsibility to ensure that the vehicle is roadworthy prior to driving it on each and every journey and ensure that there is sufficient fuel for the journey being taken. The log sheet needs to be completed for every journey and any defects reported immediately. We would ask that the drivers ensure the interiors are kept clean and tidy and free from litter. The driver is responsible for refuelling the minibus, which must be done when the pupils are not on the bus. Fuel cards are provided.

The school minibuses are a major advert for the school and should be driven in a safe and suitable manner that is appropriate for the safe transportation of children. All necessary driving regulations must be followed at all times. We expect the drivers to be good ambassadors for the school.

The school may try to contact you to advise of any missing children but you should only answer the call if it is safe to do so. Each vehicle has full breakdown cover and recovery - details are found in the minibus. In the event of an accident or breakdown, please contact the school immediately.

The driver is responsible for the safety of the pupils under their supervision. The rules of the minibus must be followed at all times including wearing seat belts. Any concerns over pupil safety or discipline must be reported to the school immediately.

From time to time additional driver training may be given including the need to have further assessments. These will be arranged by the school. Each driver will also need to undergo safeguarding training and any other suitable training as deemed appropriate.

The driver should comply with the school dress code, wear suitable footwear for driving a minibus and follow the school guidance in the staff handbook together with all school policies and procedures.

This job description is not an exhaustive list of duties or requirements and may be adjusted from time to time.

Person Specification:

- Well Presented
- Experience of driving minibuses would be an advantage but not essential.
- Clean driving Licence
- Honest, trustworthy and dependable
- Punctual, personable and proactive.

- Tactful, diplomatic and discrete
- Must have a good sense of humour!

Licence:

- Category D1 licence (required)

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any job offer would be conditional upon suitable references and DBS disclosure. The School's Safeguarding & Child Protection Policy can be found by clicking [here](#).

How to Apply

If you would like to apply for the position of Minibus Driver you will need to complete the [school's online application form](#). The information you provide will be used as the first stage of the selection process to decide whether or not you will be shortlisted for an interview. It is very important that you complete your application as accurately and fully as possible, including all the information you think is relevant.

Completing an application form

- Please read through all information provided before completing your application form;
- We require information about all applicants to be presented in a consistent format: **Please do not submit a CV;**
- Complete all sections; do not leave any blanks. Enter N/A if not applicable and provide as much information as possible;
- Continue on a separate sheet if you require more space to complete any section.

References

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of your references must be from a current or most recent employer. Neither referee should be a relative or someone you know as a friend.

- Shortlisted applicants are advised that references may be taken up prior to interview. Unless you ask us not to, we will assume it is acceptable to contact your referees at any time.

Holmwood House School is an equal opportunities employer. A copy of the School's equal opportunities policy is available on request.

Submitting an application

Applications should be submitted via the school's [online application form](#)

Application forms received electronically will be required to be signed by the candidate if they are selected for an interview.

Please be aware that if you have not heard from us within 21 days, unfortunately your application has been unsuccessful. Due to the response to advertised vacancies, we provide feedback only to those applicants who are interviewed.

The application forms of unsuccessful candidates will be held confidentially by the School and destroyed after three months.

Interviews

We will contact shortlisted candidates with further information about the exact format of the interview process but candidates should expect to be interviewed by several members of staff and may be required to undertake some form of practical assessment.

If you are invited to attend an interview you will be required to provide the following:

- Evidence of eligibility to work. For all posts, we are legally obliged to confirm that the appointee is eligible to work in the UK before they start working with us.
- Original documents confirming any educational and professional qualifications referred to in your application form.

Conditional offer of appointment

Your employment with the school will be subject to the school being satisfied with the following:

- the enhanced disclosure received from the Disclosure and Barring Service;
- that you are not barred from working with children;
- information about whether you have ever been the subject of a direction under section 142 of the Education Act 2002 which renders you unable or unsuitable to work at the School;
- verification of your medical fitness;
- verification of qualifications and identity;
- confirmation of your right to work in the United Kingdom;
- the two references received; and
- such other pre-employment checks as the School is required to complete in accordance with its statutory or regulatory obligations including such other overseas checks as necessary
- Completion of child protection training

Disclosure and Barring Service (DBS)

As the school meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, any offer of employment will be subject to an enhanced disclosure from the Disclosure and Barring Service (DBS) before the appointment is confirmed.

Candidates attending an interview are required to provide three forms of ID from the list below.

- Passport
- UK driving licence
- A UK Birth or adoption certificate
- EU photo identity card

- A utility bill, bank / building society or credit card statement that is less than three months old and which shows your name and current home address This must be an original document and cannot be printed from the internet.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient. In the event that you are unsuccessful please be assured that photocopies of documents taken by the school will be destroyed immediately.

A full list can be found on the DBS website:

<https://www.gov.uk/disclosure-barring-service-check/documents-the-applicant-must-provide->

Holmwood House is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Where a candidate is found to be on the DBS Children's Barred List, or the DBS disclosure shows he / she has been disqualified from working with children by a Court; or found to have provided false information in, or in support of, his / her application; or the subject of serious expressions of concerns as to his / her suitability to work with children the facts will be reported to the Police and / or the DfES Children's Safeguarding Operation Unit.

If you have any queries about your application or the recruitment process, please contact the main school office on 01206 574305 or email office@holmwood.house.