



**GREENSHAW**  
LEARNING TRUST



# Minibus Driver

## Recruitment Pack

**ALWAYS  
LEARNING**

Dear Candidate

September 2021

Thank you for your interest in the post of Minibus Driver at Blaise High School.

Blaise High School is a disruption free environment which ensures that teachers can teach and students can learn every second of every lesson, day by day. We are committed to our values of Ambition, Inclusion and Collaboration. This means we expect the very best outcomes for all our students and we get there by working with each other and never against each other. We show our ambition in our incredibly high standards from uniform, to our world class curriculum and reading programme. We are a school rich in diversity and we celebrate this daily. All of us believe that all of us can be successful no matter our background or starting point. We collaborate as a teaching team to ensure we are consistently able to improve our practice, as a school to celebrate and have fun together and as an entire community to be sure all of our students are ready to be successful every day. Blaise High School is privileged to be part of the Greenshaw Learning Trust.

Our website provides a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

If you would like an opportunity to visit our school, please contact Ms Bristow, PA to the Headteacher on 0117 9030117 or via email [bristowj@blaisehighschool.co.uk](mailto:bristowj@blaisehighschool.co.uk) to arrange a suitable time.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure

### **How to apply**

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website [www.blaisehighschool.co.uk](http://www.blaisehighschool.co.uk)

The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

The completed online application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application

The school reserves the right to commence the interview process at a time prior to the closing date so early application is recommended. Please note we do not accept CV's.

**Closing date:** Sunday 7th November at midnight

**Interview date:**

Yours sincerely,

Katherine Brown – Headteacher

## **Greenshaw Learning Trust – About us**

The Greenshaw Learning Trust (GLT) provides an effective structure for schools to achieve real benefits from school to-school collaboration, and a culture of trust and openness that promotes honest and transparent dialogue and mutual support.

At the heart of the Trust is proven school improvement advice and guidance – with regular meetings with school leaders, input from specialist primary and secondary experts and staff training and development in all our schools.

All schools in the Trust receive expert advice and fast -response support on budget planning and monitoring, payroll, human resources, employment and legal advice, purchasing, capital projects, admissions, policy development and audit. Our catering team provides advice and guidance on meeting the statutory responsibilities for food standards, healthy eating and safety, and helps our schools achieve higher take-up of meals and significant cost savings through quality improvement and the central procurement of food supplies.

Each school's local governing body receives support and advice to ensure that they can contribute effectively to the governance and leadership of their school, including tailored guidance to chairs and clerks and governor training.

The Greenshaw Learning Trust is committed to meeting the needs of every student – our schools offer a wide range of special needs provision and across the Trust we have extensive expertise in behaviour, attendance, family liaison and therapies to support our students and their teachers.

## **Greenshaw Learning Trust Mission Statement**

*We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.*

*We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.*

*We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.*

## **Greenshaw Learning Trust Employee Benefits**

The Greenshaw Learning Trust recognises that our employees are our most important asset and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- Excellent CPD opportunities and career progression.
- Employer contributions to Teachers Pension Scheme.
- Cycle to work scheme.
- Gym membership scheme.
- Employee Assistance Programme.
- Eye Care Voucher Scheme.

<b>Job Description:</b>	<b>Minibus Driver</b>
<b>Responsible to:</b>	Headteacher / School Business Manager
<b>Purpose of the Post:</b>	To drive the Blaise High School minibus in a responsible and competent manner, ensuring the safety of the passengers, other road users, members of the public and yourself at all times. To collect students via an early morning bus run and a later run. To transport students to trips and other schools within the Trust.
<b>Grade and time allocation:</b>	Full time, Term Time Only plus all insets BG5 4-5 £18,933 – £19312 pro rata (Actual Salary £16,259 - £16,584.62 pa) 7am to 3pm Monday to Friday
<b>Start Date:</b>	As soon as possible

**Duties will include**

- Driving the school vehicle
- Responsible for the safety, comfort and welfare of the children
- Carry out driver's daily and weekly checks and to carry out basis maintenance.
- Report any vehicle defects, faults, incidents and accidents
- Be responsible for the cleanliness of vehicles, inside and out and ensuring the vehicle is in clean and roadworthy condition before and after use. Including taking the minibuses for their services and MOTs.
- Refuel vehicles as required
- Maintain accurate records of vehicle usage
- Maintain accurate records of the children using the service each day.
- Maintain and help to promote a good school image, working attire should be worn at all times and kept in a clean and tidy condition.
- Work within health and safety guidelines and other guidelines that may be issued from time to time.
- To undertake any other associated duties as required by the Headteacher.
- Plan alternative routes to and from school when necessary and keeping parents informed of any changes.

**Training**

Attend relevant training courses as identified and agreed this will include Minibus Driver Awareness Scheme (MiDAS) training

**Physical Effort**

There may be some lifting and movement of resources and equipment but Site Caretakers are available for heavier, specialist and distance movement.

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements. The job description will be reviewed regularly and may be subject to change.

**Safeguarding Children**

The Trust is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks.

### Person Specification

*The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.*

	Essential	Desirable
<b>Values and Attitudes</b>		
Clean Driving Licence		
Pleasant approachable personality		
Ability to keep control of children		
An ability to communicate		
Reliable and trustworthy		
Honest, sense of responsibility and confidentiality		
Flexible approach to working arrangements		
Sensitivity to user needs		
Willing to undertake training as appropriate		
Willing to undertake additional training to enhance services delivered by the school.		
<b>Experience, Skills and Knowledge</b>		
Hold a current, clean and valid driving licence D1 unrestricted or a PSV licence, D1 restricted (car licence obtained prior to 01/01/1997) considered		
Capability to maintain accurate vehicle user records		
Competent to undertake daily and weekly vehicle checks and carry out basic maintenance		
MiDas Training		
PCV licence holder		

## **The Recruitment Process**

### **Applications**

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Applications must be received no later than Sunday 7th November at midnight. We encourage early applications.

### **Shortlisting**

Shortlisted candidates will then be invited by telephone to attend for an interview. Please make sure you have given day and evening telephone numbers on which you can be reached.

### **Interview**

Interview dates will be held week commencing 8th November 2021.

### **Notification of Outcome**

Candidates will be notified of the outcome as soon as possible following the interview process. Please ensure you have given day and evening telephone numbers on which you can be reached.

### **Feedback**

Unsuccessful shortlisted candidates will have the opportunity for professional feedback during the week following the interviews.

### **Take up Post**

The successful candidate will take up the post as soon as possible.

Should you require any additional information, please contact Jade Bristow, PA to the Headteacher on [bristowj@blaisehighschool.co.uk](mailto:bristowj@blaisehighschool.co.uk) 0117 9030117.

*Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure*