

Mini Bus Driver



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Wykin Road, Hinckley, Leicestershire, LE10 0EP

Tel: 01455 230731

Email: office@redmooracademy.org

Web: www.redmooracademy.org

Company No: 7992372

Letter from the Principal

Dear Applicant,

Thank you for taking an interest in the post of mini bus driver to start as soon as possible at Redmoor Academy. I hope you find the following details informative as you consider the opportunity of joining this very successful school. Having converted from a 11-14 high school to an 11-16 academy in 2015, Redmoor has recently celebrated being one of the most improved schools nationally after excellent GCSE results in 2019 and a progress 8 score of +0.03. Our rapid expansion has led to significant investment in the school building and facilities including new classrooms, ICT provision and science laboratories. The school is consistently oversubscribed and currently we have over 900 students on roll. The academy is situated on the western edge of Hinckley on the Leicestershire/ Warwickshire border. It has excellent links to Leicester and Coventry, being close to the M69 and A5. This is an exciting time to join our committed and supportive pastoral team at Redmoor Academy.

We set high aspirations within a culture of academic excellence, evidenced by a superb number of Grade 9s in our latest set of GCSE results. Our ethos is underpinned by a strong and supportive pastoral culture which promotes pupil well-being, as we believe in the education of the whole child in order to equip them to be good citizens in society.

The school's most recent Ofsted visit in November 2017 recognised that *"pupils are highly engaged in school life"* and *"pupils are polite, courteous and conduct themselves well at all times."* The inspection report validated the new leadership team's priorities for improvement and agreed with the strategic vision in place to provide an outstanding education for all Redmoor Academy's students. Vastly improved GCSE results in August 2018 provided further evidence of success and continued improvement in 2019.

At Redmoor we invest in the continued professional development of all of our colleagues. Our CPD programme focuses on whole school priorities and the development of pedagogy based on research, best practice and our excellent links with other schools. In addition we offer individualised CPD pathways which support staff at all stages of their career progression including coaching, in-house training and National Professional Qualifications for middle and senior leaders. Staff well-being is very important to us and we are genuinely a happy place to work.

Our staffing profile is very stable and our staff are excited and proud to work here. We are not complacent and continually strive to improve and achieve further successes. The future is exciting and we are totally committed to raising aspirations and achieving fantastic outcomes for all students. You could be a part of our future.

We have a clear understanding of what we are looking for in the staff we appoint. If you have a desire to work hard transforming lives, are a team player and want to be part of a dynamic team, you could be a Redmoor person.

Yours Sincerely

M Nicolle

Mr M Nicolle
Principal

Application and Appointment Process

Salary: Grade 5 £18,933 - £19,314 to be pro rata in line with the hours and weeks of the year to be worked.

Tenure: Temporary until 7th July 2022 – could lead to permanent

Hours of work: minimum of 16 hours per week, term time only

Closing Date: Friday 21st January 2022

Start date: As soon as possible

Application Review and Shortlisting: Monday 24th January 2022

Candidates notified of interview: Monday 24th January 2022

Interview day: Wednesday 26th January 2022

Informal enquiries to Miss K Smith on 01455 230731, email: ksmith@redmooracademy.org

Application Procedure

Applications should comprise of:

- A completed [applicant information form](#).
- A letter addressed to the Principal indicating the reasons for applying for this post and how your training and experience is relevant.

Should you be invited for interview and have any particular requirements, please make these clear in your application.

Submitting Applications

[Applications](#) may be submitted by email to ksmith@redmooracademy.org or by post or in person for the attention of:

Miss K Smith, Redmoor Academy, Wykin Road, Hinckley, Leicestershire LE10 0EP.

Royal Mail – Postal Pricing System. Please ensure that postal applications carry the correct postage according to weight and measurement of the item, as items with insufficient postage will be held and delayed by the Royal Mail. Details of their pricing systems are available on www.royalmail.com or from a Post Office Branch.

Acknowledgement of Applications

Please note that we are unable to acknowledge postal applications. If you would like an acknowledgement please enclose a stamped addressed card or envelope, and place it at the front of your application. If you email your application you will receive an automated acknowledgement.

Shortlisting and Interviews

Shortlisting and interview arrangements are the responsibility of the recruiting department. Please contact Miss K Smith, email: ksmith@redmooracademy.org if you have a query after the closing date.

Outcome of Applications

Vacancies at the school often attract a large number of candidates and it is not always possible to respond individually to every application.

Job Description

Job Title:	Mini Bus Driver
Grade:	5
Responsible To:	PA to Principal
Key Relationships/ Liaison with:	Students and staff
Job Purpose:	To provide a transport service for all Redmoor Academy students ensuring their personal wellbeing and safe/secure travel at all times in accordance with the relevant policies, procedures and good practice whilst maintaining compliance with relevant legislation

Main responsibilities and tasks

1. To ensure that, before driving a vehicle, it is in a fit and serviceable condition by carrying out daily and weekly routine checks as directed. Also, weekly safety checks, including fire precautions, as instructed or more frequently if operating conditions require it. To report any defect on the appropriate form.
2. To drive any Redmoor Academy operated vehicle as required in a safe manner and in compliance with Road Traffic to at least the statutory driving test standard and in accordance with procedures issued by Redmoor Academy.
3. To maintain all vehicles in a clean, hygienic and tidy condition both inside and out at all times. To make sure that all cleaning equipment and materials are used/operated safely whilst ensuring all vehicle storage facilities are maintained to the appropriate standard.
4. To assist the passengers on and off the vehicle as well as assist with securing them in the vehicle with safety restraints and give personal assistance within the unit as may be required. To be responsible for fitting/removing seats, as required ensuring adequate seating capacity.
5. To be responsible for the safety, general welfare and respecting the personal dignity of passengers transported, reporting to the premises manager, any accidents, incidents or difficulties incurred.
6. To work to pre-planned schedules and complete any record of work, record of driving, accidents reports and any other record of vehicle and passenger utilisation that may be required by law, Redmoor Academy, the 'Code of Practice' or procedures manual.
7. To be able to communicate effectively maintaining a professional image at all times.
8. To provide detailed geographical and other information when required enabling efficient route planning and vehicle scheduling.
9. To report all vehicle accidents, difficulties and complete relevant documentation as soon as practicable following their occurrence to the Premises Manager. To deal with emergencies, according to School procedure.
10. To drive vehicles to and from maintenance depots for servicing and repairs.

Special Factors:

Subject to the duration of the need, the special conditions given below apply:-

- a) The nature of the work may involve the postholder carrying out work outside of normal working hours.
- b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- c) Expenses will be paid in accordance with the Local Conditions of Service.

Redmoor Academy is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable disabled candidate.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Person Specification

		ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Full Driving License prior to 01/01/1997 <p>OR</p> <ul style="list-style-type: none"> • Post 01/01/1997 Driving license with appropriate mini-bus capability category. • Basic First Aid – or willingness to train 	<p>✓</p> <p>✓</p> <p>✓</p>	
EXPERIENCE	<ul style="list-style-type: none"> • Driving and transporting individuals/groups of people. • Driving Mini-bus and passenger carrying vehicles in excess of 8 seats. • Working with the general public within a service provision environment. • Keeping written records / documentation in a neat and tidy manner. • Working with vulnerable groups. • Ability to read and follow maps 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>
KNOWLEDGE	<ul style="list-style-type: none"> • Road Traffic Legislation • Highways Code • Health & Safety legislation • Hazard identification and Risk assessment • Basic vehicle maintenance knowledge • Knowledge of working with vulnerable groups 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	

GENERAL CIRCUMSTANCES	<ul style="list-style-type: none"> Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995. 	✓	
SKILLS/ATTRIBUTES	<ul style="list-style-type: none"> Able to communicate verbally with people with varying capabilities. Capable of using own initiative Ability, with training, to undertake a series of moving and handling operations associated with the transport of people and static loads Sufficiently numerate in order to carry out calculations relating to mileage and time recording. Excellent verbal and written communication 	✓ ✓ ✓ ✓ ✓	
PERSONAL QUALITIES <i>Ability to keep to deadlines and achieve targets</i> <i>Good analytical and planning skills</i> <i>Ability to work under pressure</i> <i>Enthusiasm and energy</i> <i>Sense of humour</i> <i>Desire to contribute to a forward-looking, innovative school</i> Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none"> Motivation Ability to maintain appropriate relationships and personal boundaries Emotional resilience in working with challenging behaviour Effective use of authority and maintaining discipline 			
<i>This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/ or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006.</i>			

