

Part-time Minibus Driver

We are looking to appoint a part-time Minibus Driver to undertake afternoon driving duties for 12.5 hours per week in term-time, to commence on 1st November 2021.

The Post

The successful candidate will work out of both School sites on City Walls Road and Liverpool Road and operate the school's bus routes as well as generally maintaining the minibuses.

Please see the Job Description for full details.

The successful candidate will be flexible and possess good interpersonal skills, in order to meet the varied demands of a school environment.

The successful candidate will need to have full D1 entitlement, be First-Aid and Minibus Driver Awareness (MiDAS) trained. Full training will be given where required.

Hours

The post is a part-time appointment, term-time only plus attendance at school INSET days.

The hours of work are likely to be:

Afternoons 3.15pm – 5.45pm

5 days per week, 12.5 hours per week, term-time only, plus INSET days.

This may change according to the school's needs by mutual agreement.

Exact hours will be confirmed once a specific route has been assigned to the successful candidate.

The successful candidate may be required to work additional hours or provide cover on occasions but adequate notice will be given. Additional hours will be paid at the normal basic rate of pay.

Holidays

Holidays are 25 days per year, rising to 30 days per year after 5 years' service; these are in addition to all public/bank holidays. Holiday pay is pro-rata for actual hours worked and factored into the salary payable. Holidays cannot be taken during term time.

Salary

The salary payable is based on Point 13 of the Queen's School Support Staff salary scale, £17,537 pa full-time equivalent.

The pro-rata salary payable will be in the region of £4,500 pa for hours worked.

Salary is equalised over the year and paid in twelve monthly instalments, usually on the last working day of each month.

Pension

On commencing employment with The Queen's School you will be assessed for auto-enrolment into the School's Group Pension Plan. Full details will be provided to you with your first salary payment.

Interview and Appointment

- Please notify the school if you have any disability for which special arrangements need to be made for either the interview or if the position is offered.
- Successful candidates will be asked to confirm that they are medically fit to carry out the duties associated with this post.
- Candidates should be aware that the appointment will be subject to an enhanced Disclosure and Barring check.
- The school is a non-smoking environment.
- Employers have a legal duty to verify that new employees are eligible to work in this country, under the Immigration Asylum and Nationality Act 2006. Therefore the successful candidate will be asked to produce their passport and/or visa before commencing work.
- It is the school's policy to ask to see original certificate(s) of qualification(s) upon acceptance of the post. A photocopy will be retained for our records in both cases.

General

To meet with legal requirements please read a copy of our Safer Recruitment Policy, including our Employment of Ex-Offenders Policy, which can be accessed via our website.

Application

The completed application form and a letter of application, which should be no more than one side of A4, should be addressed to the Estates Manager, Ms Alison Riley, and emailed to recruitment@thequeensschool.co.uk by **noon on Monday 11th October 2021**.

Applications will be reviewed regularly up to the closing date and interviews arranged during this period. Early application is recommended.

Interviews will be held during the following week ending **Monday 18th October 2021**. If you have not heard from us by **Wednesday 20th October 2021** please assume that your application has not been successful on this occasion.

It is The Queen's School policy that feedback will not be given following application. Please note that applications will only be considered on the school's application form.

For further information, please visit our website www.thequeensschool.co.uk.

The school is committed to safeguarding and promoting the welfare of our children. Child safety recruitment procedures operate and the post is subject to references and an Enhanced DBS disclosure. We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.