

Welcome

I am delighted that you are considering applying for the position of Qualified Mini bus driver. This opportunity has arisen due to growth in the school.

We are a successful, forward-thinking, co- educational independent school with a long tradition of developing and promoting individual talent and encouraging high aspirations within an environment of continuous improvement. Our history dates back to the 14th century, but we are also very much an innovative and forward-looking school that combines a strong focus on academic excellence with a rich co-curricular programme to enable our pupils to 'discover who they are' and unlock their potential in a school with a strong sense of community. The School continues to challenge itself on how we deliver our education services (recent years have seen the launch of a kindergarten, the establishment of a transport division, the opening of an international boarding house, and the deployment of iPads).

This is a fantastic opportunity for a qualified driver to join our facilities team, the team are responsible for driving one of the school Mini buses on the home to school service, cleaning and maintaining the buses and recording pupil attendance on the bus.

Contracted Monday – Friday term time only, with contracted hours of a minimum of 25 hours per week, working times to be confirmed on interview. The successful candidate is expected to work those hours that are necessary to fulfil the role and the needs of the school. The actual hours vary depending on the route driven and the number of pupils on the bus, which can change on a daily basis.

If this role represents the type of opportunity and challenge which excites you, and you believe you have the necessary skills and experience to work with an excellent team, then we would be pleased to receive your application and give it serious consideration.



Barnaby Rimmer
Headmaster

About the School and location

Wisbech Grammar School (WGS) is an independent, co-educational school located near the centre of the historic town of Wisbech in Cambridgeshire, on a green site of 44 acres beside the River Nene which runs through the town. The School offers a broad, high-quality education with excellent pastoral care for around 590 children aged 3-18. It is predominantly a day School but, in recent years, has started to take a limited number of boarders, mainly from the Far East.

The School is located on a single site with the Preparatory School and the Senior School sharing the same buildings and extensive playing fields. The Kindergarten was established in 2018.

The School is well-equipped with modern facilities for academic learning and co-curricular activities, and it has an ambitious programme for continued renewal. Wisbech is a historic market town with a royal charter in north Cambridgeshire and it straddles the River Nene, roughly halfway between Peterborough and King's Lynn. The town has a population of just over 36,000 and there are good road links to Cambridge, Norwich and Peterborough. The fast East Coast rail line runs twice hourly services from Peterborough to London in well under an hour. There are regular services to the East and West Midlands, and the North.

Forty minutes to the north of Wisbech are the beautiful sandy beaches of North Norfolk coastline and the Sandringham estate. Easy access to lively urban centres combined with its proximity to areas of natural beauty, make Wisbech a highly desirable area to live.

History and development

WGS was founded as a school for boys in 1379, making it one of the oldest Schools in the country. It was established by the Guild of the Holy Trinity, a group of scholars who were highly influential in developing the social and economic life of the town in the Middle Ages.

WGS has been a cornerstone of the town over many centuries and its presence was a vital factor in the granting of a Charter for Wisbech in 1549.

Since its establishment, change has been in the DNA of Wisbech Grammar. It has occupied a number of sites within the town over its evolution. In 1905 Wisbech High School was established to provide the same educational opportunities for girls as boys enjoyed at the Grammar School. The two Schools developed concurrently until they were merged in 1970, when the boys school moved across the river Nene to its current location today.

In 2018, WGS launched its International strategy and welcomed its first international pupils the following year as the school evolved once again from a day school to a boarding School. January 2020 saw the opening of a second boarding house and there is now capacity for 28 boarding pupils as well as homestay placements.

September 2019 saw the expansion of our Early Years setting to offer more classrooms and bringing the spaces up to date with the most modern technology available. There has been a demand from the local community to offer more spaces in Kindergarten and Reception.

Application process

To apply please download an application and equality form from our website www.wisbechgrammar.com. Your application should include a letter stating how you meet the job description addressed to Mr Barnaby Rimmer, Headmaster.

Please send postal applications for the attention of Rebecca Forman, Human Resources, Wisbech Grammar School, Chapel Road, Wisbech, PE13 1RH or send by e-mail to HR@wisbechgrammar.com

Interviews: Will take place as required

If you are interested, then please submit an application as soon as possible. The School is happy to accept early applications by CV initially and reserves the right to close this vacancy earlier than the date above.

Wisbech Grammar School is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced DBS check, satisfactory references and a medical.



Job Title	Mini Bus Driver
Reporting to	Facilities Manager
Probation	1, 2, 4, 6 reviews in the first year of the role which will also apply if the successful candidate later changes to a different role/ promotion.
Medical	<p>The offer of appointment at Wisbech Grammar School will be conditional upon the provision of a medical report, which satisfies the school. Initially this will be a self-certification, which may result in Pre-Employment screening by our Occupational Health provider.</p> <p>Please note that all School buildings operate a no-smoking policy.</p>
Benefits	<p>Wisbech Grammar School provides</p> <ul style="list-style-type: none">• Defined Contribution Pension Scheme to which the employer provides a 5% contribution to match the 5% employee contribution• Childcare voucher scheme• Fee discounts for dependent children
Safeguarding	<p>Wisbech Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment.</p> <p>The post holder must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service (DBS).</p> <p>The postholder is responsible for ensuring that they</p> <ul style="list-style-type: none">• undertake all mandatory training on the school defined timetable (annually at time of writing this document)• read, digest and adhere to all mandatory training on the school defined timetable (annually at time of writing this document)
Data Protection	<p>In the course of employment at Wisbech Grammar School, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information.</p> <p>Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals.</p> <p>A strict code of confidentiality must always be adhered to.</p> <p>Wisbech Grammar School is registered under the Data Protection Act 1984 and staff must not at any time use the personal data held by the school or disclose such data to a third person.</p>

Principal Role

The School Facilities team are responsible for all school facilities, ensuring they provide an environment that is safe, clean and inspires Staff and Pupils. The facilities team duties are split between 3 sections, Operations Services, Estates Services, and Transport Services. The Mini Bus Driver reports to the Facilities Manager. They are responsible for driving one of the school Mini buses on the Home to school service (H2SS), cleaning and maintaining the buses, and recording pupil attendance on the bus.

We are seeking an experienced Bus drivers with a current PSV license to carry out this role whilst contributing and supporting across the whole Facilities team, staff, pupils, visitors, external bookings and all school users.

Initiative and flexibility will be key attributes of the successful candidate. Initiative is required to ensure the impact of issues arising are analysed and managed, and where needed information passed onto the Transport Supervisor for appropriate action to be taken as necessary. Proactivity is required to ensure processes are continually under review to deliver high quality services across the team, and provide timely and useful information to aid whole school decision making.

The School is very busy and involves periods of working to tight deadlines and schedules. It offers diverse and varied duties and a friendly and supportive staff.

This list of duties and responsibilities is not exhaustive; it is an indication of the main areas of focus and responsibility. It may be amended in consultation with the holder without change to the level of responsibility or remuneration appropriate to the post.

Detailed Role

Vehicle Maintenance Checks

- Carry out daily checks on the Mini bus before setting off to collect pupils, record the results.
- Record the condition and Mileage of the bus at the start of the Journey.
- Ensure the Dash cam and vehicle tracker on the phones is working and Phones are turned on.
- At the end of each bus run check the fuel levels and when required take bus to be filled up.
- Drivers are expected to keep their bus clean both internally and externally.

Driving

- Ensure you have the latest list of pupils for collection/ drop off.
- Check phones for any updates from the school or parents on use of buses.
- Ensure you are at the first pick up point on time.
- Always open doors for pupils, ensure they are safely on board and have seatbelts in place before closing the door and setting off.
- Make sure any bags are safely stored.
- Follow the guidance in the transport policy.
- If you have issues with traffic and getting pupils to school on time, inform the school at the earliest opportunity when safe to do so, if on the return journey you encounter similar problems report the delay to the school and to the parents, the details of this will be in the driver packs and saved on your school phone.
- The School operates under an Operator Licence (“O” licence) and not under a section 19 Licence, we therefore need drivers to be PSV trained and have current CPC qualifications in place. The school will allow time for these to be renewed on an annual basis as needed.
- Driver will be expected to use the tachographs fitted in each vehicle.



Additional Mini Bus services

- The school often require additional bus services, this could be to collect international pupils from airports, taking sports teams to matches, theatre, lectures and D of E trips. When these are needed the drivers have the opportunity to do these additional runs, providing it does not cause any issues with their time allowance for resting before their evening bus run.
- The Mini Buses need to be taken to garages for 10 weekly checks, MOT's and servicing. Drivers are expected to do their share of these additional bus runs needed to keep the vehicles legally compliant. Drivers will be paid to do this at their normal rate of pay.

Health & Safety

- Ensure you are fully aware of any COSHH, Risk Assessments and Method statements (RAMS) relevant to the materials and task being completed and ensure you are fully aware of the RAMS and follow them when working.
- Ensure that you are fully trained on the equipment and understand the COSHH for the Materials used.

Meetings

- Attend termly department meeting with Facilities Manager.

Staff

- Support facilities staff, school staff and pupils when required.



Attributes	Essential	Desirable
Qualification	<ul style="list-style-type: none"> PSV Licence, CPC training up to date 	<ul style="list-style-type: none">
Knowledge	<ul style="list-style-type: none"> Bus driving experience Excellent Health & Safety Knowledge and ability to apply this to all work 	<ul style="list-style-type: none"> Experience of working on a school bus service
Skills & Experience	<ul style="list-style-type: none"> Excellent communication skills including adjustment to meet the needs of the target audience. Good time management skills Ability to build positive relationships with a diverse range of staff and pupils Can show initiative, creative thought and understanding of the importance of being proactive in a busy workplace environment 	<ul style="list-style-type: none">
Personal competencies and qualities	<ul style="list-style-type: none"> Be professional and well organised. Be able to be flexible and work under pressure, both independently and within a small team Be capable of high standards of physical, emotional, social and intellectual care for the pupils. Can consider issues objectively and from a holistic school view. Warm and approachable personality that shows tact and sensitivity. Patient, reliable and trustworthy High degree of emotional intelligence Keen eye for detail An understanding and commitment to the ethos, culture and priorities of the school Be an ambassador for the school 	<ul style="list-style-type: none">