



WOLVERHAMPTON
GRAMMAR SCHOOL

MINIBUS DRIVER

Part-time.

PROVIDING AN EDUCATION THAT TRANSFORMS LIVES AS WELL AS MINDS

Wolverhampton Grammar School is one of the oldest schools in the country, founded in 1512 and as a selective and co-educational independent school for pupils aged 4-18 years, it enjoys an outstanding reputation. This is your opportunity to join a nationally recognised, forward thinking School.



An opportunity has arisen for a Minibus Driver to join our team of permanent and supply staff. If you would like to be part of a thriving Estates Department and a member of an inclusive and diverse school community, then we would like to hear from you.

As the leading Independent school in the city we enjoy an outstanding reputation and put the wellbeing of our staff and students at the heart of everything we do.

Full details and an application pack can be downloaded from www.wgs.org.uk, or can be obtained by contacting Miss Carrie Clines by phone: on 01902 421326 or by emailing: cec@wgs-sch.net





INTRODUCTION TO WOLVERHAMPTON GRAMMAR SCHOOL

Wolverhampton Grammar School was founded in 1512 by Sir Stephen Jenyns to provide a “good, moral education” for the children of Wolverhampton.

Although that same impulse motivates us today, children now join our School community from across Wolverhampton, Staffordshire, Shropshire and the wider West Midlands region.

We partner with a range of local and national organisations to deliver a rigorous education both within the classroom and outside the School. These associations include the prestigious Merchant Taylors’ Company where our founder was twice elected Master.

Over 500 years later, Jenyns’ school is now an award-winning, successful co-educational independent school with a national reputation and an alumni community that spans over 30 countries.

Our Compton Road campus, located to the west of Wolverhampton spans over 25 acres, with stunning architecture offering a reminder of our School’s rich history. The large school hall, affectionately known as “Big School” by our staff and students is a well known local landmark and reminder of our long, successful heritage.

National award-winning and the leading independent school in the city, we enjoy an outstanding reputation and put the wellbeing of our staff and students at the heart of everything we do.



Outstanding Educational Partnerships

77%

Grade 9-6 (A*-B equivalent) awarded at GCSE



25
acre site

70%

A* to B grades awarded at A Level



Talk Education Awards Finalist



A school community that inspires openness, trust and mutual respect

For more information about the School and to download the job description and application form, visit www.wgs.org.uk or contact Carrie Clines telephone: 01902 421326 or email: cec@wgs-sch.net

JOB DESCRIPTION: MINIBUS DRIVER

Summary of the role:

To drive School minibus vehicles and supervise pupils on daily School runs. Driving will also include Sporting fixtures, educational visits and other trips as required in a reliable and competent manner.

Contract/Hours of Work:

Part-time, Monday to Friday between 6.30am - 8.30am and 4.00pm - 6.00pm term time only. Additional hours will be dependent on educational visits and sporting fixtures.

Pay Grade:

Pro-rata on SCP 23 (currently £12.80 per hour)

Line Manager:

Estates Manager

Main duties and responsibilities:

Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

Driving

- Driving School minibuses.
- Responsible for the health and safety, comfort and welfare of pupils and staff.
- Covering for absent colleagues.
- Attending any relevant training courses as identified and agreed.

Repair and Maintenance

- Carrying out daily vehicle checks and basic maintenance (checking oil levels etc.).
- Ensuring the vehicle is clean and in a road worthy condition before driving.
- Refuelling the vehicles as and when required.

Health and Safety

- To maintain the School vehicles performing daily and weekly checks and fuelling as and when required.
- Complying with health and safety guidelines and other guidelines that may be issued from time to time.
- Reporting any vehicle defects, faults, incidents and accidents to the Estates Manager.
- To report any defects immediately.

General Duties

- Undertake first aider training and undertake first aid duties as appropriate.
- To participate in the school's staff appraisal system as appropriate.
- To take responsibility for promoting and safeguarding the welfare of children and young people.
- To present the best possible image of the school in general, and, in particular, in all contact and communications with the general public, visitors, parents, students, customers, suppliers and all other external organisations.
- To undertake training and staff development as needed and as determined by the school management.
- To undertake such other duties, commensurate with the post, which your managers, or other members of the Senior Management Team may reasonably and occasionally require, including working evenings and covering for absent colleagues.
- To adhere to all school policies and procedures.

Note: Performance of this role will require the employee to wear a uniform as determined by the school both in day-to-day activities and for school events.

You may also be required to undertake such other comparable duties as the Estates Manager requires from time to time.

PERSON SPECIFICATION: MINIBUS DRIVER

	Essential These are qualities without which the Applicant could not be appointed.	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria.	Method of assessment
Qualifications	<p>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received:</p> <ul style="list-style-type: none"> • Good general level of education. • To possess a full and valid driving licence • Hold a PCV licence D1 	<p>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received:</p> <ul style="list-style-type: none"> • Relevant Vocational qualification. 	<ul style="list-style-type: none"> • Production of the Applicant's certificates. • Discussion at interview. • Independent verification of qualifications.
Experience	<p>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role:</p> <ul style="list-style-type: none"> • Driving 	<p>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role:</p> <ul style="list-style-type: none"> • Working in school/college. • Security/supervision of young people. 	<ul style="list-style-type: none"> • Contents of the application form. • Interview. • Professional references.
Skills	<p>The skills required by the Applicant to perform effectively in the role:</p> <ul style="list-style-type: none"> • General maintenance of vehicles • Inventory and stock control 	<p>The skills that would enable the Applicant to perform effectively in the role:</p>	<ul style="list-style-type: none"> • Contents of the application form. • Interview. • Professional references.
Knowledge	<p>The knowledge required by the Applicant to perform effectively in the role:</p> <ul style="list-style-type: none"> • Geographical knowledge of the local area 	<p>The knowledge that would enable the Applicant to perform effectively in the role:</p>	<ul style="list-style-type: none"> • Contents of the application form. • Interview. • Professional references.
Personal competencies and qualities	<p>The personal qualities that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people:</p> <ul style="list-style-type: none"> • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviours • Positive attitude to use of authority and maintaining discipline • Diplomacy and tact • Commitment to high standards of service • Physically fit in order to carry out the lifting and handling duties and mobility required • Work on own initiative 	<p>The knowledge that would assist the Applicant to perform effectively in the role:</p>	<ul style="list-style-type: none"> • Contents of the application form. • Interview. • Professional references.