



Minibus Drivers (Route and Zero Hours)

Employment Status	Part Time • Permanent (Route Post) and Zero Hours available
Employment Location	Framlingham College Prep and Senior School
Application Closing Date	Midday Monday 14 March 2022
Interviews Week Commencing	Monday 21 March 2022

IMPORTANT INFORMATION

Framlingham College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.



FRAMLINGHAM COLLEGE
FRAMLINGHAM
SUFFOLK
IP13 9EY

T: 01728 723789
E: recruitment@framlinghamcollege.co.uk

FRAMLINGHAMCOLLEGE.CO.UK/EMPLOYMENT



Framlingham
COLLEGE

WHERE EVERY PUPIL CREATES THEIR OWN STORY



Welcome from the Director of People

Dear Applicant,

Framlingham College is a co-educational day and boarding school comprising of the Prep School in the beautiful surroundings of Brandeston Hall, and the Senior School which is set in the stunning surroundings in the market town of Framlingham. Curiosity and inquiry are at the heart of a vibrant learning culture and at Framlingham College we believe that every child should experience the joy that is to be found in learning. A Framlingham College education aims to nurture essential skills and habits – adaptability, teamwork and good decision-making for example – by weaving them into the curriculum. We are determined to prepare our young people for their adult world.

We are looking for a friendly and enthusiastic Minibus Drivers to join our Transport team, providing an efficient home to school service for our pupils. Applicants must hold a full driving licence. D1 category is preferred, but not essential, and previous experience of working either in a similar role or driving large vehicles would be an advantage.

One vacancy is for a route minibus driver which is offered on a part time basis predominantly covering the Harleston route, but routes can vary over time. There will also be the opportunity to assist with additional driving supporting school trips, sport fixtures and beginning/end of term transport. For this role, the basic hours of work for home to school transport are 24 hours per week 06.15 to 08.30 and 17.15 to 19.00, Monday to Friday with 4 hours on a Saturday as directed by the Transport Manager. This is during term time (33 weeks) and attracts an annual salary of £9,014 , based on an hourly rate of £9.73.

We are also looking to create a pool of Zero Hour minibus Drivers to assist with busy periods and contribute to the smooth operation of our Transport provisions. Hours are offered by the Transport Manager and are based on an hourly rate of £9.73.

We offer a supportive working environment, as well as a number of benefits including contributory pension scheme and complimentary gym membership. If you have a disability or long term illness that otherwise prevents you from meeting any of the essential criteria listed in the person specification, please contact us to discuss whether a reasonable adjustment can be made.

We are always excited about enthusiastic, like-minded professionals joining our school and very much look forward to receiving your completed application.

Sally Wood

DIRECTOR OF PEOPLE, FRAMLINGHAM COLLEGE



How To Apply

Before applying, you are strongly advised to read through the Application Guidance Notes and Job Applicant Privacy Notice (available on our website).

Please submit a cover letter outlining your suitability for the role together with an application form. CV's will not be accepted in substitution for completed application forms in the absence of good reason. CV's may be submitted **in addition** to the application form in order to supply additional background information.

Applications should be received no later than **Midday Monday 14 March 2022**. The interview date is will be week commencing Monday 21 March and you will be notified of an exact date if you are shortlisted.

Please send your cover letter and completed application form to: **The HR Department, Framlingham College, College Road, Framlingham, Suffolk. IP13 9EY**. You can also email your application to: **recruitment@framlinghamcollege.co.uk**

All information within your application will be treated confidentially.

References

All successful appointments at Framlingham College are subject to receipt of two satisfactory references and all applicants will undergo child protection screening, including checks with previous employers and the Disclosure and Barring Service. Further information can be found within the Application Guidance Notes.

Employee Benefits

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Competitive rates of pay;
- A free lunch each day when the kitchen is operational;
- Free parking for all employees;
- Auto-enrolment into a contributory pension scheme with Standard Life;
- Access to a pensions adviser;
- Professional development and ongoing CPD through internal and external training;
- Personal Accident Insurance;
- 24/7 access to our Employee Assistance Programme;
- Complimentary membership of Framlingham College Sports Centre, which includes access to the swimming pool, gym, tennis and squash courts;
- FramSoc membership, which includes free or discounted admissions to seminars in the College Theatre or Chapel;
- Cycle to Work scheme;
- Discounts with many local businesses within Framlingham;
- Family Swimming Sessions at Framlingham College Sports Centre;
- Two week Christmas Shutdown.

Job Information

Reports To

Transport Manager

Salary Band

Band 3

Job Location

Framlingham College Prep and Senior School

Pension

Contributory scheme available

Weeks

Term Time Only (33 weeks)

Job Description

JOB PURPOSE

Responsibility for the safe operation of a school minibus at all times when in use for driving staff and pupils. To provide an efficient and safe transport service, as well as ensuring checks are carried out to the minibus prior to driving.

KEY RESPONSIBILITIES

This is not an exhaustive list and the post holder will be expected to show flexibility and assist with other tasks of a similar nature. The post holder will be expected to work at Framlingham College Prep School as well as Framlingham College Senior School as necessary.

- To drive the College's fleet of mini-buses and cars;
- Transport pupils to and from school on a set route using specified stops as timetabled as required;
- Transport pupils and staff on outings and other scheduled journeys as directed;
- Complete airport/railway drop offs & pickups at the beginning and end of each term;
- Be responsible for the safety and supervision of pupils, including their good behaviour, on all journeys and to report any issues to the school;
- Maintain bus registers;
- Undertake daily routine maintenance checks on the vehicle, and ensure that the vehicle is kept in a clean condition;
- General duties as requested i.e. loading, lifting, and moving;
- Regular communication with the Transport Manager for passenger and timetable updates;
- Check that all pupils have their seat belts properly fastened before the vehicle moves off and ensure they wear them for the duration of the journey, and that the full complement of the vehicle is not exceeded at any time;
- Decide whether it is safe to operate or not, in view of the prevailing weather and road conditions;
- Report any vehicle defects through the correct channels;



Continued from previous page

- Ensure full knowledge of and adherence to the College's Minibus Policy, procedures and guidance;
- Follow safety rules as pupils are boarding and exiting buses, and as they cross roads to do so;
- Fasten all doors properly when a child enters or leaves the vehicle, and ensure all pupils remain properly seated whilst the vehicle is in motion, checking any misbehaviour, which might lead to an accident, and reporting it to the Transport Manager;
- Ensure the minibus is tidy before and after use, removing any rubbish left behind;
- Drive in a safe and considerate manner by complying with all laws and school policies pertaining to the driving of minibuses or Health and Safety of staff and pupils (and other passengers);
- Declare to the school any driving sanctions or convictions that may affect the driving or insurance or operation of the school minibuses gained after the checks are made for initial employment. Undergo an annual check of driving licenses.

It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact with, to adhere to and ensure compliance with the school's Safeguarding Policy at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's Designated Safeguarding Lead.

This Job Description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Employees will be expected to comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

Person Specification

E = Essential • D = Desirable

QUALIFICATIONS

	E	D
Basic numeracy and literacy	✓	
Full driving licence, including category D1		✓
First aid certificate		✓

PROFESSIONAL EXPERIENCE

	E	D
Four years driving experience	✓	
Previous experience of driving a large bus or vehicle		✓
Customer service experience		✓
Previous experience as a school minibus driver		✓

PROFESSIONAL COMPETENCIES & SKILLS

	E	D
Knowledge of the local area and roads	✓	
Able to work on own initiative	✓	
Accurately adhere to deadlines/timetables	✓	
Basic motor vehicle knowledge	✓	
Able to work under pressure	✓	
A sound knowledge of driving laws, regulations and safety procedures		✓

PERSONAL ATTRIBUTES

	E	D
Flexibility and adaptability	✓	
Polite and helpful, reliable and trustworthy	✓	
Positive 'can do' attitude	✓	
High level of confidentiality, discretion and tact	✓	
Willingness to respond to changing priorities	✓	
Calm and approachable		✓
Able to show initiative		✓

SAFEGUARDING CHILDREN

	E	D
Awareness of safeguarding children issues.	✓	
Knowledge of safeguarding children legislation and good practice.		✓



Our Location

Framlingham College comprises of the Prep School in the beautiful surroundings of the idyllic neo-Tudor Brandeston Hall beside the River Deben in the village of Brandeston, and the Senior School, set amongst stunning surroundings in the market town of Framlingham - approximately five miles from Brandeston.

The town of Framlingham pre-dates its mention in the Domesday Book of 1086 and is perhaps most famous for its castle. This magnificent monument occupies a hill on one side of the town's mere, while the Senior School campus tops the rise opposite.

On Tuesdays and Saturdays, the town centre hosts a busy market selling food and drinks, gifts and collectibles. Framlingham boasts a range of independent shops, covering practically every need, while the numerous eating places and pubs cater to almost every taste.

Just a few miles from Suffolk's Heritage Coast - embracing Aldeburgh and Southwold, amongst many other seaside locations - Framlingham is about 35 minutes by car from the county town of Ipswich, 40 minutes from Bury St Edmunds in the west of the county and an hour from the city of Norwich in Norfolk.

There are regular trains from Ipswich to London's Liverpool Street station. London Stansted Airport and Norwich Airport are each just over an hour's drive away from Framlingham.

About Framlingham College

Framlingham College is a co-educational, independent boarding and day school for pupils aged 3 - 18.

The College embraces pupils with a wide range of interests and abilities and offers a huge number of co-curricular activities and sports that complement our academic curriculum and enrich our pupils' experience. We believe that learning happens within and beyond the classroom; our pupils and staff have high expectations of and for themselves within a supportive and aspirational environment. We believe in instilling curiosity, a spirit of enquiry and a love of learning for learning's sake, in every pupil.

Our vision is to develop in each child the knowledge and skills they need to thrive as global citizens in their adult world.