



SHERBORNE

## JOB DESCRIPTION

Sherborne Short Courses aim to give students a great experience and happy memories whether they are joining us for examination preparation or to develop their English. The courses are for boys and girls aged 8 – 17 from all over the world. They get a taste of life at a British boarding school. The courses have a strong 'fun' element in a caring, friendly environment.

### Sherborne School Recruitment and Selection Policy Statement

Sherborne School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the DBS.

**Job Title:** MINIBUS DRIVER, ad hoc as mutually agreed (temporary role on spring and summer holiday courses)

**Contract:** Temporary contract during the short courses, ie:

- 3 weeks between 24 March to 14 April 2024,
- a maximum of 6 weeks from 1 July to 14 August 2024, or a maximum of 8 weeks if working on the summer course extension, ie to 29 August 2024.

**Location:** Sherborne School: Main campus or Newell Grange campus

**Line Manager:** Minibus Drivers are line managed by the Director of Short Courses.

**Remuneration:** Currently £12.75 per hour (subject to review in April 2024). Hours worked are to be claimed on an authorised timesheet.

Hours worked until approximately the 20<sup>th</sup> of the month will be paid in arrears on the last banking day of each month direct into a nominated UK bank account.

**Holiday:** In view of the requirements of the course, holiday leave cannot be taken during this period of temporary employment.

Minibus Drivers will be entitled to receive a pro-rata holiday entitlement of 5.6 weeks per annum which will be paid after the end of the contract period.

**Hours of Work:** Hours may be variable by agreement, but are likely to be:  
Mondays, Tuesdays and some Wednesdays 3:30pm to 8:30pm;  
Fridays 3:30pm to 8:30pm;  
Saturdays 1:30pm to 6:30pm  
There may be a requirement (on occasion) to work outside these hours depending on the nature of the activity supported.

**Probationary Period:** In accordance with School policy, offers of appointment are subject to a probationary period of up to six months.  
All summer course contracts are subject to a one-week notice period by either side.

**Medical Fitness:** Any offer of appointment is conditional upon a self-declaration of physical and mental fitness to carry out the responsibilities of the role.

**DBS Disclosure (Police Check)/References:** As Sherborne School is registered to ask 'exempted questions' under the Rehabilitation of Offenders Act 1974, successful applicants will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings; further details are available upon request. This post is also subject to receipt of two satisfactory written references, one of which must be your current/last employer.

**Post-holder's Responsibility:** You share with all staff the responsibility to promote and safeguard the welfare of children and young people for whom you are responsible, or with whom you come into contact. In doing so, you are expected at all times to adhere to and ensure compliance with the School's Safeguarding (Child Protection) Policy. If you become aware of any actual or potential risks to the safety or welfare of children in the School or on the courses, you must report any concerns to the School's Designated Safeguarding Lead (Child Protection Officer) or one of the Deputy DSLs.

**Main Job Objectives:**

To work as a minibus driver to transport students to and from local activities (eg horse riding, fishing lakes) and other locations (regularly Weymouth) as required.

**Duties to include:**

- Transport students (boys and girls) in a school minibus between the boarding houses and the main Sherborne International campus at Newell Grange, or other locations as required.
- Transport students and staff in a safe, competent, and professional manner, ensuring their health and safety, comfort and welfare when loading, travelling and unloading, including the use of seat belts and safe vehicle manoeuvring.
- To comply with all school driving policies. To maintain a full, clean driving licence at category D1.
- Carry out all daily pre-driving vehicle checks and maintenance to ensure the vehicle is in a roadworthy condition and ensure journey details are recorded in accordance with policy.

- Report any vehicle faults, defects, incidents and accidents as soon as possible.
- Ensure the minibuses are kept clean, tidy and assist with re-fuelling as required.
- Report any issues or incidents to the Director of Short Courses.
- Adhere to any Government or School COVID-19 guidance or directives.
- Depending on circumstances, longer periods of driving, such as collecting a student(s) from an airport may be required on occasion.

**PERSON SPECIFICATION:**

<b>Qualifications, personal attributes and experience</b>	<b>Essential</b>	<b>Desirable</b>
Full Driving Licence (Cat D1)	x	
Ability to work independently and as part of a team to ensure that an excellent level of customer service is delivered to internal and external customers, as well as use initiative where required	x	
Energy, enthusiasm, good sense of humour and commitment to the role	x	
Ability to be flexible, both in the tasks undertaken and coping with changing demands coupled with a willingness to 'muck in' as required.	x	
<b>Other duties required by all School staff</b>	<b>Essential</b>	<b>Desirable</b>
Commitment to safeguarding and promoting the welfare of children and young people	x	
Always observe health and safety procedures and safe working practices	x	
Adhere to the Staff Code of Conduct as a representative of the School and comply with all School policies and procedures	x	
To comply with the requirements of the General Data Protection Regulation. It is the responsibility of all staff to protect data and to take all reasonable steps to ensure data are kept securely	x	
Undertake any other duties as required by the Director of Short Courses or your line manager, which are commensurate with the level of your post, to meet the changing needs and demands of the School	x	

**Training Requirement for a Minibus Driver – this list is not exhaustive, and the post holder may be required to undertake other training as required by the School**

<b>Training</b>	<b>To be completed by</b>	<b>Frequency of training</b>
Safeguarding (Child Protection) and Prevent Training	Before employment commences	Every year
Minibus Driver Assessment / Training	Before commencing driving duties	Every 3 years
Induction Training with Line Manager	Within the first 3 months of employment	
Manual Handling	Within the first term of employment	Every 3 years

## **TERMS AND CONDITIONS**

### ***Non-Smoking Policy:***

It is the policy of Sherborne School Group (encompassing Sherborne School, Sherborne Preparatory School, Sherborne International, Sherborne School Leisure and Sherborne School Trading) that all our workplaces are smoke free and all employees have a right to work in a smoke free environment. Smoking is prohibited in all areas of the School, both internal and external. This includes company vehicles. This policy applies to all employees, contractors and visitors. The use of e-cigarettes or similar is treated in the same way as real cigarettes and falls within this policy.

### ***Pension:***

The post-holder will be able to join the Sherborne School Support Staff Pension Scheme on the first day of the month after completion of three months' service. Where eligible, the post-holder will be auto enrolled into the Pension Scheme as per current legislation; further details may be obtained from the Head of HR (Bursary).

### **Method of Application**

Please complete the Sherborne School Group Application Form and submit to [hr@sherborne.org](mailto:hr@sherborne.org).

**In the event of any queries please contact:**      *Samantha Belgeonne, Compliance Operations Manager*  
*Sherborne School, Abbey Road, Sherborne*  
*DT9 3LF*  
*Tel: 01935 814743*  
*Email: [summer@sherborne.org](mailto:summer@sherborne.org)*

*The School reserves the right to interview candidates as applications are received (preferably face-to-face and on mutually agreed dates and times. Vacancies will be withdrawn as roles are filled.*

**Please state in your application your availability to attend interview in Sherborne - or let us know if you are only available for a remote interview.**