

MINIBUS DRIVER

CANDIDATE INFORMATION



**King's
Worcester**

INDEPENDENT CO-ED DAY SCHOOL FOR AGES 2-18



Welcome

Thank you for your interest in joining the pool of Minibus Drivers at the King's School Worcester.

The King's Foundation is made up of three schools: King's Senior School and two preparatory schools, King's St Alban's and King's Hawford. Together, they form a vibrant and nurturing educational community.

King's Senior School educates approximately 850 pupils aged 11–18 on our stunning city-centre campus. Sharing this site is King's St Alban's, a thriving prep school for around 150 pupils aged 2–11. Just north of the city, in the beautiful Worcestershire countryside, King's Hawford provides a dynamic learning environment for approximately 260 pupils aged 2–11. All three schools are united under a single governing body, ensuring a cohesive vision and shared values across the Foundation.

At the core of the King's Foundation is a steadfast commitment to delivering an outstanding education which is made possible by our exceptional staff. We are proud to foster a strong, supportive, and inclusive professional community built on trust, respect, and collaboration.

Our Schools are exciting and rewarding places to work, and we are delighted that you are considering joining us. Our professional family includes a wide range of teaching and support roles, each playing a vital part in the life of our Foundation. Central to our ethos is a friendly and welcoming atmosphere, underpinned by excellent relationships between staff and pupils who are encouraged to work hard, play hard, and look after each other.

Our search for the right candidate for this role is important to us, and we know it is important to you too. Please take the time to explore the details within this booklet. If this opportunity strikes a chord with you, we look forward to receiving your application, to meeting you in the weeks ahead, and—if successful—welcoming you to our community.

Thank you for your interest in King's Worcester. We hope this marks the beginning of a fulfilling and inspiring journey with us.

A handwritten signature in black ink, reading "Ben Charles". The signature is written in a cursive, flowing style.

Ben Charles
Head of Foundation

Job description

This is a wonderful opportunity to join our friendly Transport Team. I'm looking for applicants who are reliable, committed, friendly, courteous and professional to contribute to our busy Transport Department as Minibus Drivers.

Applicants must have a clean driving licence with category DI and be prepared to undertake further driver training. Our Minibus Drivers provide reliable pupil transport to and from the King's Schools. You will be based at the Senior School in the centre of Worcester.

I look forward to hearing from you if you think that you fit the profile of this role and are keen to work hard in a fun and vibrant environment.



Adam Winter
Director of Operations



Duties and responsibilities

Working as part of a pool of drivers, the school Minibus Driver role could involve:

- Driving set routes, before and after school, to collect and return pupils, ranging from Year 3 to Year 13.
- Ad hoc driving duties for school trips and fixtures and to provide cover in cases of staff sickness and holiday

Day-to-day responsibilities include:

- Conducting routine vehicle checks before departure.
- Reporting and logging any faults.
- Taking care of pupils, ensuring they are seated comfortably, wearing their seat belts and have their luggage stowed appropriately and safely.
- Driving school minibuses safely, legally, and responsibly.
- Carrying the school mobile phone for communication with parents when necessary.
- Ensuring the minibus is clean and tidy at the end of each shift.
- Undertaking the Worcestershire County Council Minibus Assessment.
- Following all King's School policies and procedures, with particular regard to pupil well-being and safeguarding, and pupil transport.
- Undertaking any other duties as reasonably required by the school.

Hours of work

Zero hours contract. Term time only. If assigned to a permanent route, the schedule could be up to 25 hours per week on a rota basis, Monday to Friday, 06:30 – 09:00 and 17:00 – 19:00.

Salary £13.71 per hour.

Skills and attributes required

It is essential that applicants:

- Are over 21 years old.
- Have a clean, full driving licence with category DI, held for at least 2 years.
- Are extremely reliable.
- Will provide an excellent level of customer service.
- Are friendly, approachable, flexible and helpful with the ability to establish professional working relationships with colleagues, young people and children.
- Can work unsupervised.
- Can easily learn routes and pick up points.
- Have a willingness to undertake further driver training when required.

It is desirable that applicants have:

- Experience in a similar role or in an independent school environment.
- A knowledge of safeguarding practices in an education setting, however training will be provided.

Safeguarding at King's Worcester

The King's Foundation is committed to safeguarding and meeting the needs of all children.

What is safeguarding?

Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment.
- Preventing impairment of children's health or development.
- Ensuring children grow up in circumstances consistent with the provision of safe and effective care.
- Taking action to ensure all children have the best outcomes.

(Definition from *Keeping Children Safe in Education*)

Our commitment to safeguarding

The King's School, Worcester ensures that safeguarding is given the highest priority and actively promotes the well-being of pupils. Safeguarding and child protection are at the forefront of, and underpin all relevant aspects of, process and policy development.

The Foundation's safeguarding culture supports good practice and enables issues to be addressed promptly and appropriately in the best interests of the children.

Safeguarding culture at King's

As we strive to maintain an open culture of safeguarding across the King's Foundation, we:

- Train our staff in safeguarding
- Work in partnership with King's families
- Liaise with external support agencies
- Follow the four Rs: Recognise, Record, Report, Refer
- Prioritise early intervention
- Listen to pupils
- Encourage professional curiosity
- Create a team around the child.

Responsibilities of the successful candidate

Staff are advised to maintain an attitude of "it could be happening here and probably is" as far as safeguarding is concerned and should always act in the best interest of the child.

All staff must:

- Actively promote and safeguard the welfare of all pupils
- Have proper regard for the Foundation's Safeguarding Policy and related procedures
- Report any concerns in a timely manner
- Attend annual safeguarding training.



Application Process

In order to provide our pupils with a well-rounded and enriched educational experience which is truly representative of the world in which they grow up, the King's Foundation strives to place equity, diversity and inclusion at the heart of everything we do, ensuring that we build a community which is truly representative of all backgrounds and experiences. We believe that we will do that best if our employees come from different backgrounds and if we create an environment of inclusion and belonging for them.

All applications will be acknowledged and all applicants will be notified as to whether or not they have been invited to an interview.

Successful applicants will be advised of the date and time of the interview. References will be requested and candidates should be aware that referees will be asked to comment on a candidate's disciplinary record and whether or not the candidate has been subject to any child protection concerns. Proof of identity will be required at interview.

Candidates unsuccessful at interview will receive written notification.

The School is required to ensure that the successful candidate is checked by the Disclosure and Barring Service. Details of the School's policies on safeguarding and promoting the welfare of children as well as equal opportunities are available on request. References will be obtained and verified prior to the appointment being confirmed.

The King's Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service. Shortlisted applicants will be required to complete a self-declaration form in relation to any criminal record or information that may make you unsuitable to work with children, and will be subject to an online search.

How to apply

Candidates must complete the application form which can be found on the Vacancies page of our website at: www.ksw.org.uk/careers

If you would prefer to complete a paper application form, please contact the HR Team to request one by email to recruitment@ksw.org.uk or phone **01905 721700**.

Closing date for applications:

Applications will be reviewed as and when received and should a suitable candidate be identified, we may close the vacancy. Therefore, early application is encouraged.

Start date: As soon as possible following completion of pre-employment checks

Visit the vacancies page of the School website www.ksw.org.uk/careers to find out more about the benefits of working at King's and to hear why our staff love being a member of the Foundation community.

