



LINCROFT
ACADEMY



Lincroft Academy

Casual Minibus Driver

Recruitment Pack





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Valuing People



High Quality
Learning
Environment



Pursuit of
Excellence



Extending the
Boundaries of
Learning



Achievement
for all



About Lincroft Academy

I am very proud to be Principal at Lincroft Academy and look forward to welcoming you to the school. Within our vibrant learning community, we share a common goal: to continually strive for excellence.

At Lincroft, we maintain exceptionally high expectations and standards in everything we do, ensuring that our students receive the best possible education. We commit to educating, inspiring, and supporting our students so that they can become exceptional learners, confident and empowered to make a rewarding contribution to society.

Our curriculum is designed to seamlessly build upon the foundation laid in primary school, preparing our students for post-16 education. High-quality teaching enables our students to achieve very well. Lincroft Academy now has some of the highest-performing GCSE outcomes in Bedford and is above the national average.

Throughout Lincroft Academy, we are committed to providing the highest possible standard of education for our pupils and follow these values:

- We want the children to attend, enjoy, and be ready for school.
- We aim to achieve stretching national educational standards.
- We promote healthy lifestyles and choices for the students.
- We ensure that children have security and stability, are cared for, and are safe.
- We encourage law-abiding, positive behaviour, with students choosing not to bully or discriminate.

- We ensure that students engage in decision-making and support their community and environment.
- We develop students' self-confidence, self-esteem, and independence, and encourage enterprising behaviour.
- We provide opportunities for the students to personalise their learning and to engage in a wide range of activities that prepare them for modern life.

We are part of Meridian Trust, and our school values are supported by its ethos and values. The core of the Trust's philosophy is:

- Achievement for All
- Valuing People
- A High-Quality Learning Environment
- The Pursuit of Excellence
- Extending the Boundaries of Learning

At Lincroft Academy, we live the Meridian Trust values through our CARE values:

- Community
- Aspiration
- Respect
- Excellence

We very much look forward to welcoming you to Lincroft Academy to ensure that every child fulfils their potential.

Emma Appadoo, Principal





A Brief History

Meridian Trust, formerly known as Cambridge Meridian Academies Trust (CMAT), is a values-led Trust and has risen to be one of the highest performing academy groups in the country. Our Trust was first formed as an educational trust to create a federation of schools in 2006 with a desire to provide high quality and dynamic education for everyone, right in the heart of our community. Through various government policies, our commitment to collaboration has remained consistent.

Meridian Trust was formed in 2011 to deliver more widely on that clear vision to provide high quality and dynamic education for all at the heart of the communities we serve. Our steady growth since then reflects our commitment to the communities we serve and our track record of success. The period since 2018 has seen an increase in speed of growth as many long term projects matured and our relationship with Sharnbrook Academy Federation emerged.

We are currently a family of 30 academies (including 14 primary, 3 special and 13 secondary schools). The secondary schools include a University Technology College, an Upper School, four 11-16 schools and six 11-18 schools. We also have 2 new secondary free schools in development. All within 20 miles of Cambridge and Peterborough and the main communication routes between. We merged with Cambridge Primary Education Trust to become the Meridian Trust in April 2022. In addition to operating schools, we are the home of the Cambridgeshire and Peterborough Teaching School Hub, and train more than 150 new teachers each year through Meridian Trust ITT. We retain a strong commitment to growing and supporting staff throughout their training and career development. We have a

proven track record of school improvement and transforming the lives of children and young people over the last 10 years.

Students thrive in Meridian Trust academies as a result of the implementation of our values, our successful and proven systems and our commitment to valuing people. We are among the highest performing multi-academy trusts in the country for student progress. Our academies are well-run and our staff benefit from excellent access to professional development.

Our commitment to the education system goes beyond just our own academies. We operate 'The Cambridge Partnership', one of the largest initial teacher training providers in the country which has recently merged with the SAF ITT, and 'Leadership East' these further strengthen our capacity and commitment to professional development. We also provide support through various SLAs to a number of other trusts and academies.

As a strong, regional multi-academy trust we currently operate schools across Bedfordshire, Cambridgeshire, Lincolnshire, Peterborough, and Northamptonshire. We are proud to have strong partnerships within all these communities.



Valuing People



High Quality Learning Environment



Pursuit of Excellence



Extending the Boundaries of Learning



Achievement for all



Trust Vision, Mission and Values

Our values and who we are:

Meridian Trust is a successful multi-academy trust founded on its commitment to people and communities.

Our proven approach over more than a decade has elevated us to a respected and admired academy trust, a national leader in education and a source of great pride to the communities we serve.

Every child is known, equally valued and supported to achieve their potential in all our academies. Every community we serve benefits from the facilities and services we provide.

Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported.

We ensure that well-run schools retain and develop their distinct contextual identity, while sharing and contributing to Meridian Trust values, practices, curriculum approaches and operational systems.

Our Vision:

High-quality educational provision for all at the heart of local communities.

Our Mission:

To deliver, promote and inspire high quality educational provision in schools at the heart of their local communities so that:

- Young people become successful learners and confident, empowered individuals;
- Young people are encouraged to think for themselves and act for others, equipping them with the values,

attributes, knowledge and skills to make a rewarding contribution to society;

- Every school is a hub for community activities, a centre for extended services and a source of immense pride for students, their families, and other local stakeholders;
- Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported;
- Well-run schools retain and develop their distinct contextual identity while sharing and contributing to the Meridian Trust values, practices, curriculum approaches and operational systems.

The enactment of our values for staff:



Valuing People

Engaged, developed, supported, and consulted.



High Quality Learning Environment

Experts who strive for continual development. Collaborative networks, trusted to deliver.



Pursuit of Excellence

Set ambitious goals and model what success looks like. Eager to improve.



Extending the Boundaries of Learning

Make connections, provide opportunities. Generous and sharing of knowledge and expertise.



Achievement for all

Are accountable for the outcomes we contribute towards and strive for the very best.



Valuing People



High Quality Learning Environment



Pursuit of Excellence



Extending the Boundaries of Learning



Achievement for all

Why work for us

Meridian Trust aims to be the employer of choice for the communities we serve. Since 2010 we have nurtured and developed the careers of many people. You can read about some of those journeys in the 'Meridian Trust People' section of this website. We are committed to making a difference to young people's lives and the communities we serve. Help us make our mission a reality.

Benefits:

As a multi-academy trust of 30 schools, Meridian Trust can provide a wide network of opportunities for collaboration and career development for both teaching and support staff. With an initial teaching training facility and a teaching hub network within our Trust, there are ample opportunities to both, get into teaching, and develop within the profession.

- As well as the above we also offer:
- Unlimited access to CPD via Meridian Learning
- Free annual eye tests
- Access to a free Employee Assistance Programme, offering mental health and wellbeing support
- Unlimited value cycle to work scheme



To see the full range of benefits available, please visit [Employee Benefits - Meridian Trust](#)

How to apply

To apply please complete the online form on MyNewTerm. Your supporting statement should address and evidence the selection criteria detailed in the Person Specification.

Closing Date: Monday 13th April 2026 9am.

Interviews: TBC

For any questions about the application process please contact:

recruitment@lincroft.academy

Meridian Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory pre-employment checks including enhanced DBS disclosure.

We are committed to diversity & inclusion and equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, race, religion or belief and marriage and civil partnerships.

Meridian Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure and barring service check. We expect all adults who work for the Trust to share our commitment to safeguarding and the health and wellbeing of our students.



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JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Minibus Driver
JD Reference:	STD SIT 16
School/Academy:	Lincroft Academy
Weeks:	Casual
Hours of Work:	Casual
Salary:	Spot Point Casual
Responsible to:	Assistant Principal

Role:	To drive any vehicle allocated in a careful, lawful manner with special reference to the persons and equipment being carried.
Purpose of job:	To support the academy with the transport of students for school activities.

Responsibilities and Accountabilities:

- Transport of children, including those with SEND to and from authorised locations.
- To assist children, including those with mobility problems in and out of the vehicle.
- To ensure the good behaviour of children on the bus where practicable and to report any behaviour incidents to the designated lead.
- To operate lifts and ramps on vehicles as required and ensure that wheelchairs are properly clamped down and secured.
- To provide minor first aid to passengers and ensure that any injured child receives medical attention as quickly as possible. Completion and submission of the relevant personal injury report/accident report forms to the designated lead.
- To direct School Bus escorts, where employed, in assisting with the above duties.

Support for School/Academy/Place of work:

- Participation in staff events by arrangement.
- Attend Staff Meetings, as required.
- Contribute and participate in Trust events and activities where possible.
- Develop and maintain effective working relationships with other staff, students and parents/carers.
- Adhere to the Trust values.
- Follow school policies, practices, and procedures.





Data security:

- Act in accordance with legal provisions regulating confidentiality and security of data and information in accordance with GDPR regulations.

Health and Safety:

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the Trust on all issues to do with Health, Safety & Welfare.
- To work/operate all equipment within Health and Safety and other legal regulations, including risk assessments.
- Physically able to perform tasks set out in this job description.
- Contribute to the maintenance of a safe and healthy environment.

Continuing Professional Development:

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school/academy/place of work efficiency, which may lead to improvements in the day-to-day running of the Trust.
- Undertake any necessary and identified professional development taking full advantage of any relevant training and development available, particularly when related to the use of ICT, for data management and record keeping.
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice.

Child Protection and Safeguarding

- The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people.
- To inform the Child Protection Officer of any issues relating to the safety and well-being of students.

The post holder will undertake any other duties commensurate with the grade of the post, in consultation with line manager.

This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the Disclosure & Barring Service.

Updated: September 2024





Person Specification	<p>Assessment Key: A = Application Form I = Interview</p>
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Education and Qualification		Essential	Desirable	Assessment
1	Category D1 PCV manual licence. Midas qualification (training can be offered if not already held).		✓	A
2	Basic standard of literacy and numeracy.	✓		A
Experience		Essential	Desirable	Assessment
4	Professional driving experience (preferably minibus).	✓		A/I
5	Experience of working within the educational system.		✓	A/I
Knowledge and Understanding		Essential	Desirable	Assessment
6	Good working knowledge of health & safety legislation and highway code.		✓	A/I
7	Able to work with minimal supervision whilst being able to work as a team member.	✓		I
8	Good time management skills and attention to detail.	✓		I
9	Knowledge and the concept of confidentiality.	✓		
Skills and Abilities		Essential	Desirable	Assessment
10	High level of personal organisation skills.	✓		I
11	Good interpersonal skills including the ability to communicate well with adults and young adults.	✓		I
12	Ability to deal with goods/equipment including some physical lifting.	✓		I
13	Ability to contribute to team meetings and contribute ideas.		✓	A/I
Personal Qualities		Essential	Desirable	Assessment
14	Willing on rare occasions to adjust working arrangements.	✓		I
15	Ability to perform all the physical duties and responsibilities of the post	✓		I





16	High personal standards in terms of attendance, punctuality and organising workload.	✓		!
17	Willingness to undergo further training and development.	✓		!
18	Positive and enthusiastic approach towards work.	✓		!
19	Ability to act on own initiative.	✓		!
20	Professional approach when dealing with all issues and staff.	✓		!
21	Ability to work as part of a team effectively.	✓		!
Child Protection		Essential	Desirable	Assessment
22	Support the Academy policies on safeguarding and child protection.	✓		A/I
Other		Essential	Desirable	Assessment
23	Flexibility of working hours.	✓		A/I

