



BODMIN
COLLEGE

Student Support Driver Recruitment Pack

F1 (£20,998.60 Actual)

Exceptional Educational Experience



Dan Morrow
Trust Leader



Rich Baker
Deputy Trust Lead

Welcome

At Cornwall Education Learning Trust (CELT), our mission is clear: to provide every learner with an **exceptional educational experience**. One that enables them to thrive, achieve and succeed in life. We believe in a **100%** mindset, that every learner, in every classroom, in every school, deserves the very best we can offer. For us, 100% means no compromise: no learner left behind, no community overlooked, and no opportunity wasted.

Our strategic goals reflect this ambition. We are committed to empowering and growing our people, building an ambitious all-through entitlement, forging exceptional relationships with our communities, transforming provision through meaningful partnerships, and leading an ethical, effective and innovative organisation. These are not just aspirations; they are promises that shape the way we work and the culture we are building together.

Joining CELT means becoming part of a values-driven trust where collaboration, innovation, and care for people are at the heart of all we do. If you share our 100% mindset, are passionate about education, and want to make a tangible difference to learners and communities across Cornwall, we would be delighted to welcome you to CELT.



Dan Morrow
Trust Leader

EXCEPTIONAL
EDUCATIONAL
EXPERIENCE

100%





Cornwall Education Learning Trust

Our Family of Schools

Our family of schools have the privilege of educating 9000 learners across mid-Cornwall. We are passionate about collaborating and ensuring 100% of our learners have an exceptional educational experience.



9000
LEARNERS



1200
CELT STAFF



16
SCHOOLS



At Bodmin College, our mission is “to provide a great quality of education so that every child can live a life full of choice and boundless opportunities.”

We believe in the power of strong relationships- between students, their families, staff and the wider community- and that we become stronger by learning with and from each other.

Bodmin College is on a transformational journey to provide an inclusive and ambitious education for all learners.

Our students are incredible and deserve the very best staff who are driven, compassionate and relentlessly positive in what we are seeking to achieve together.

Bodmin College is a warm, ambitious and forward-looking community school in the heart of Cornwall. We are part of Cornwall Education Learning Trust which means we have a strong culture of professional growth: we invest in our staff, encourage reflective practice and support you to become a great practitioner.

You will be part of a team that believes behaviour is not simply about compliance; it is about creating the conditions in which every student can belong, learn and succeed.

If you are passionate about developing young people, building positive relationships and helping students make lasting changes that transform their futures, we would love to hear from you.

Bodmin College and Cornwall Education Learning Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant will be subject to appropriate safeguarding checks, including an enhanced DBS check.



STUDENT SUPPORT DRIVER

Purpose of the Role

The postholder will provide safe, reliable and professional transport for children, prioritising their safety, comfort and welfare throughout each journey.

They will carry out daily and weekly vehicle checks, undertake basic maintenance within their competence, and promptly report any defects, faults, incidents or accidents in accordance with school procedures. They will ensure the vehicle is safe and roadworthy before use, clean and tidy inside and out, and refuelled as required.

The postholder will maintain accurate records of vehicle usage and the children travelling each day. They will plan suitable routes, identify alternatives when necessary, and liaise with the school to ensure parents and carers receive timely information about changes or delays.

They will represent the school positively through their conduct, communication and appearance, wearing clean, appropriate working attire. They will follow the school handbook, relevant policies and procedures, and any additional guidance issued.

The postholder may also be required to undertake other duties reasonably associated with the role, as directed by the Headteacher.

Culture

The postholder will uphold and promote the values of Cornwall Education Learning Trust, demonstrating professionalism and integrity in accordance with the Trust's Code of Conduct.

They will understand and comply with safeguarding, health and safety, confidentiality and data protection policies, completing relevant training and reporting concerns promptly through the appropriate school procedures.

They will treat children, families and colleagues with patience, empathy and respect, responding sensitively to individual needs and handling confidential information with discretion. Through a flexible, reliable and collaborative approach, they will contribute to a positive, welcoming school environment and support the wider life of the school.



General responsibilities applicable to all staff

- To attend staff meetings and Trust-based INSET as required.
- To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Note

This job description is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post. The postholder may be required to undertake such work as may be determined by their line manager from time to time, up to or at a level consistent with the main responsibilities of the job. This job description may be amended at any time in consultation with the postholder.

Special Conditions of Employment

Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The postholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or well-being of children or young people.

All offers of employment are conditional and subject to satisfactory pre-employment checks, including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK, a Childcare Disqualification check and a Disclosure and Barring Service (DBS) check.



Education and Training

Essential	Desirable
Must hold a current, clean and valid driving licence with unrestricted Category D1 or Category D entitlement. Applicants with restricted D1 entitlement obtained through a car driving test passed before 1 January 1997 may be considered, subject to confirmation that their licence permits the duties of the role and meets the Trust's insurance requirements.	Current MiDAS certification.
Willingness to undertake and maintain relevant training, including the Minibus Driver Awareness Scheme (MiDAS), First Aid at Work and safeguarding.	A current, relevant first aid qualification.

Specialist Knowledge & Skills

Essential	Desirable
Ability to drive safely and competently, with sound knowledge of road safety and the Highway Code	Experience of driving minibuses or other passenger vehicles.
Ability to carry out and record daily and weekly vehicle checks, identify and report defects, and undertake basic maintenance within the limits of training and competence.	Experience of working with children or young people, particularly those with additional needs.
Ability to maintain accurate vehicle-use records and daily passenger records.	Experience in a passenger transport or customer-facing role.
Ability to follow agreed routes and schedules, use maps or navigation systems, and respond appropriately to delays or route changes.	Knowledge of Bodmin and the surrounding area.
Ability to communicate clearly and respectfully with students, parents, carers and colleagues.	
Ability to maintain a calm, safe environment during journeys, respond appropriately to student behaviour and seek support when needed.	
Ability to follow instructions and procedures, use sound judgement and recognise when an issue needs to be referred to a colleague or manager.	

Personal Qualities

Essential	Desirable
A patient, calm and approachable manner, including when responding to challenging situations.	
Reliability, punctuality and a strong sense of responsibility for passenger safety and welfare.	
Sensitivity to individual needs, with the ability to provide reassurance while maintaining appropriate professional boundaries.	
Ability to work independently and cooperatively as part of a team.	
Honesty, discretion and respect for confidential information.	
A flexible approach to changes in routes, schedules and working arrangements within the requirements of the role.	

Knowledge of Safeguarding

Essential	Desirable
Awareness of safeguarding responsibilities and a commitment to protecting children and young people.	
Understanding of the importance of recognising and promptly reporting concerns through the school's safeguarding procedures.	
Commitment to equality and inclusion, treating all students and families with dignity and respect.	
Willingness to learn and consistently follow school procedures for safe student collection, transport and handover.	



Values-related Qualities

Essential	Desirable
Works collaboratively and builds positive relationships with colleagues, students and families to provide a reliable and supportive transport service.	
Uses initiative appropriately to resolve routine problems and seeks guidance when necessary.	
Leads by example through safe working practices, respectful conduct and personal accountability.	
Responds positively to change and contributes to the continued improvement of the service.	





Applying to CELT

We welcome applications via My New Term in the CELT Careers section of our website: www.celtrust.org.

If you would like to arrange a visit or discuss the role further, please contact the Recruitment Team at recruitment@celtrust.org

We want every candidate to know exactly what to expect from our recruitment process. All CELT application packs clearly set out key information: salary, interview dates, and application deadlines. All line managers involved in recruitment are trained to recognise and reduce bias, ensuring a fair and consistent experience for every applicant.

More information about our approach can be found in our Recruitment and Selection Policy via the trust website.



Safeguarding

Safeguarding is the golden thread through CELT - safeguarding is everyone's responsibility. We promote an open culture of learning and development where good practice is celebrated and mistakes are used to learn and improve practice and therefore outcomes for our learners.

A whole-school approach to safeguarding means listening to the voices of everyone in the school community. This includes learners as well as parents, carers and school staff.



Amy Daniels
Director of Inclusion

All offers of employment are conditional and subject to satisfactory pre-employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK, Childcare Disqualification check and an Enhanced Disclosure and Barring Service (DBS) check.



People Services

Our vision is to build and nurture a talented, diverse team who are proud to deliver exceptional education across our Trust.

We believe in working together, treating everyone fairly, and always learning and growing. We are committed to creating a safe, inclusive, and supportive workplace where every colleague feels valued and inspired to do their best.

By investing in and caring for our people, we unlock their potential – enabling them to make a real difference to our schools, our learners and the communities we serve.

CEL T is committed to developing and empowering staff by ensuring that every colleague has the opportunity to thrive in their current role while being prepared for future opportunities.

Lea Randall

Lea Randall
People Services Lead



Lea Randall
People Services Lead

**Empowering
our people to
support, teach
and lead**



Claire White
Headteacher

I feel privileged to have been part of SW100's cohort 2. I finished the year a different leader to the one I was 12 months before and I've never been more committed to change in our system. It reinforced my belief that teaching truly is the best job in the world.



Andrew Gasiorowski
IS Manager

I joined Brannel School as an apprentice and now manage the information services team at Poltair School. Working at CEL T has enabled me to progress professionally and has provided opportunities for me to work on strategic projects across the Trust.



Rebecca Blizzard
Assistant Headteacher

From gaining valuable leadership experience as Head of Science I felt ready and supported to become an Assistant Headteacher. I value the range of leadership opportunities at CEL T and the strong collaboration amongst colleagues and our family of schools.



Staff Entitlement

As a Trust we understand that we have a responsibility to create a future-focused team that is ready for change and able to support our development. Part of this future planning involves succession planning and dynamic talent management.

Talent management is crucial at both a strategic and an individual level. It is about the value that every individual brings to Cornwall Education Learning Trust. By understanding people's strengths and unique contributions, we can ensure that they receive the development they need to have the maximum impact in their current and future roles.



Personal Growth & Inspiration:

- Exceptional development opportunities through training, mentoring, and networking.
- Complimentary access to Inspiring the South West conferences to fuel your ambition.



Health & Wellbeing:

- Free annual flu jabs, health screenings, and eye tests to keep you feeling your best.
- Discounted gym and leisure centre memberships to support your fitness goals.
- Wisdom app access for mental health support, mindfulness, and resilience.
- Confidential helpline and counselling through Health Assured, available 24/7.



Family & Flexibility:

- Up to 5 days paid emergency leave for dependants when life throws a curveball.
- Family-friendly policies and flexible working arrangements to help you balance work and home.



Perks & Extras:

- Cycle to Work scheme to promote greener commuting and save on bike purchases.
- Generous public sector pension scheme to invest in your future.



Staff Entitlement

New Employee Benefits for 2026/2027



Virtual GP Appointment Services

Get online appointment with a GP, mental health practitioner or physical therapist

Prescriptions (private)

Available 24/7, 365 days per year



Financial Wellbeing Support and Coaching

24/7 helpline

Solutions to financial concerns



Menopause Care

Support for staff and family members experiencing menopause



Life and Leadership Coach

Up to four coaching sessions





CELt CENTRE OF
EXCELLENCE

At CELT, we believe inspiration should flow through our staff as much as our students. Great teaching comes from colleagues who are curious, ambitious and continually developing their practice. Professional learning isn't an add-on – it's part of who we are.

The CELT Centre of Excellence at Penrice Academy brings this vision to life. It offers a place to reflect, learn and plan next steps, supporting colleagues at every stage of their career. Through programmes such as Future Leaders, New and Aspiring Leaders, and the upcoming Flourishing Programme, the Centre provides clarity, connection and opportunity for all roles across CELT.

Our aim is simple: to help every colleague grow, feel valued and thrive. By investing in ourselves, we strengthen our culture and keep inspiration at the heart of our classrooms.

CLICK HERE



"CELt is where teaching talent takes flight, and connection becomes the fuel that propels us forward. With comprehensive support, collaborative communities, mentoring, research-informed practice, and an unwavering focus on equity, CELT creates an environment where both teachers and learners thrive."



Hayley Bissenden

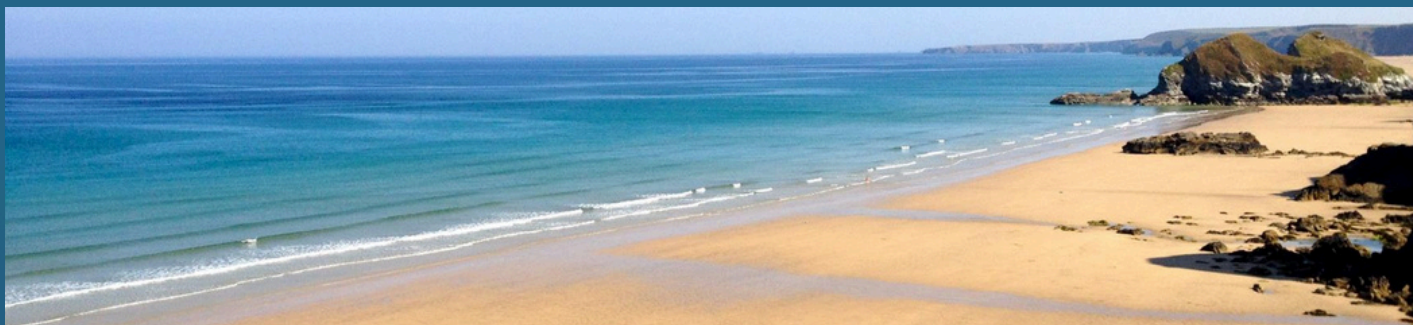
Hayley Bissenden
Director of the
Centre of Excellence





Living and Working in Cornwall

A Life That Feels Different—in the Best Way



Cornwall offers a rare blend of meaningful work, breathtaking surroundings and an exceptional quality of life. Our schools sit at the heart of proud, supportive communities where relationships matter and staff quickly feel part of something bigger.

Community

Cornwall's towns and villages are close-knit, welcoming and full of character. Families are deeply invested in their local schools, and the strong partnership between home and school is a defining feature of life here. When you join us, you're joining a place where people genuinely look out for one another.

Lifestyle

From beaches and rugged coastline to moorland and open countryside, Cornwall's natural beauty is always within easy reach. Shorter commutes and access to the outdoors help create a healthy balance between work and life—and the space to truly recharge.



Infrastructure

Cornwall is ambitious about its future. From major road improvements such as the upgraded A30 to enhanced digital connectivity and the convenience of Cornwall Airport Newquay, the region continues to invest to keep people connected and moving.

Families

Safe communities, excellent schools, and a huge range of activities make Cornwall an exceptional place to raise children. Whether it's beach days, outdoor adventures or creative arts, there's always something to inspire young minds.