



STOKE DAMEREL COMMUNITY COLLEGE/ SCOTT MEDICAL AND HEALTHCARE COLLEGE



Proud to be part of the

GREENSHAW
LEARNING TRUST

RECRUITMENT PACK

Stoke Damerel Community College,
Somerset Place,
Plymouth, PL3 4BD
Telephone: 01752 556065

Scott Medical and Healthcare College
Somerset Place
Plymouth PL3 4BZ
Telephone: 01752 987010

Email: info@sdcc-smhc.net



Dear candidate

Thank you for your interest in the role of Minibus Driver at Stoke Damerel Community College and Scott Medical and Healthcare College. We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently have schools across South London, Berkshire, Surrey, Gloucestershire and South Gloucestershire, and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our 'Why you should work for GLT' recruitment brochure on our jobs portal.

Stoke Damerel Community College and Scott Medical and Healthcare College are committed to safeguarding and promoting the welfare of children and young people, therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school website provides a clear picture of our aspirations and our vision: however, please do not hesitate to contact us to seek further information from our School HR Manager, Sarah Miller: smiller@sdcc-smhc.net. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely

Matt Oakes, Acting Executive Headteacher



ABOUT OUR SCHOOL

The Stoke Damerel & Scott College campus is based in the heart of the city centre of Plymouth with stunning view of the Plymouth Sound and easy walking distance of the most accessible city waterfront. We are a vibrant and forward-thinking community of teachers and learners. Our students, staff and governors believe that Stoke Damerel and Scott Medical & Healthcare College are very special schools - caring, happy, aspirational. We have an excellent teaching and support staff team who themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

Our colleges foster a culture of high expectation and aspirations, which is inherent in everything we do. Students are justifiably proud of their schools and their achievements and there is a strong sense of collaboration where students and staff are united in their desire to learn and improve. Our teaching staff embrace new pedagogical practice and the latest technology to offer students 24/7 learning.

Our schools have built our ethos on a strong set of core values which underpin everything that we do. Our aim is to give students a greater chance of success in whichever field they wish to work in. We value the wider education of every child and have a broad programme of character development opportunities including international travel and adventurous trips to give our students the very best chance of success.

Stoke Damerel Community College is a 11-18 mixed comprehensive school with approximately 1300 students, including our Sixth Form.

Scott Medical Healthcare College is a 14 - 19 mixed studio school with approximately 50 students per year group, specialising in a curriculum and vocational enrichment programme tailored towards students wishing to follow a career in medicine and healthcare

TERMS AND CONDITIONS

CONTRACT

Permanent

SALARY

- Salary calculated in line with NJC Grade C pay scale, points 05 - 07, £26,427 - £27,274 per annum (£12,018 - £12,403 per annum pro-rated). Starting salary and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the postholder.

HOURS OF WORK

20 hours per week x 38 weeks per year (term time only) Monday – Friday 07:00am – 11:00am

PLACE OF WORK

Stoke Damerel Community College and Scott Medical and Healthcare College, Somerset Place, Plymouth..

PENSION SCHEME

- Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>
- GLT will recognise continuous local government service for redundancy purposes in line with the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999.

HOLIDAY ENTITLEMENT

- The postholder will be paid an enhancement for holiday pay, which is included in the salary details above

PROBATION PERIOD

New employees are required to complete a six-month probationary period.

STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

JOB DESCRIPTION

Post:	Minibus Driver
Responsible to:	Attendance Manager
Responsible for:	N/A

ROLE OVERVIEW

To drive the campus minibus in a responsible and competent manner, ensuring the safety of the passengers, other road users, members of the public and yourself at all times.

To collect students from their homes in the morning

MAIN DUTIES AND RESPONSIBILITIES

- Driving the school vehicle
- Responsible for the safety, comfort and welfare of the children
- Carry out driver's daily and weekly checks and to carry out basic maintenance
- Report any vehicle defects, faults, incidents and accidents
- Be responsible for the cleanliness of vehicles, inside and out and ensuring the vehicle is in a clean and roadworthy condition before and after use
- Refuel vehicles as required
- Maintain accurate records of vehicle usage
- maintain and help to promote a good school image, working attire should be worn at all times and kept in a clean and tidy condition
- Work within health and safety guidelines and other guidelines that may be issued from time to time
- To undertake any other associated duties as required by the Headteacher
- Plan alternative routes to and from school when necessary and keep the school informed of any changes

TRAINING

Attend relevant training courses as identified and agreed this will include Minibus Driver Awareness

Scheme (MiDAS) training

DIMENSIONS

The postholder will be required to determine their own weekly work schedule, paying due attention to:

- Balancing support for different personnel
- Addressing the identified support needs
- The role will require the following personal qualities: a high level of personal motivations; integrity and reliability; ability to cope with pressure; courtesy, sympathy and patience
- Primary role involves daily interaction with the Assistant Headteacher and considerable personal interaction with staff, pupils, parents and the general public
- Responsibilities are undertaken in an accessible area and are subject to considerable interruption
- All tasks require very close attention to details

STAFF DEVELOPMENT

- To continue personal development in the relevant area
- To engage actively in the Performance Management process.
- To participate in whole school professional learning programmes.
- To take part in the staff development programme by participating in arrangements for further training and professional development.

SAFEGUARDING

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
Qualifications and training		
Hold a current, clean and valid driving licence D1 unrestricted or a PSV Licence, D1 restricted. (car licence obtained prior to 01/01/1997) considered	x	
GCSE A*-C/4 (or equivalent) in English and Maths		x
First Aid certificate, or willingness to train as a first aider		x
MiDAS Training		x
Skills and experience		
Ability to work with young people in a school-based setting	x	
Self-motivated, setting challenging personal objectives and targets	x	
Commitment to building positive relationships with students, parents/carers	x	
Ability to communicate sensitively and effectively with colleagues, students, parents/carers	x	
Ability to appropriately deal with confidential information	x	
Excellent time management	x	
Commitment to working within the School's Safeguarding Policy and Procedures	x	
Have a willingness to extend skills through appropriate training	x	
Safeguarding awareness (KCSIE Regulations)		x
Experience of working within a school setting		x
Understanding of Child Protection/Safeguarding		x
Personal attributes		
Able to establish good working relationships with a wide range of people - students, colleagues and parents	x	
A willingness to become involved in all aspects of school life	x	
Committed to the safeguarding of children	x	
Be dependable, able to follow instructions and respond to management directions	x	
Capability to maintain accurate vehicle records	x	

THE RECRUITMENT PROCESS

APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than **11.59pm on Wednesday 16th September 2026**. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

INTERVIEW PROCESS

The interview date is to be confirmed. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

TAKING UP POST

The successful applicant will take up the post as soon as possible upon completion of all safer recruitment checks.



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DAMEREL

Community College



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