



RECRUITMENT PACK

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MESSAGE FROM THE EXECUTIVE PRINCIPAL

Sandy Secondary School continues to go from strength to strength; It is a place all staff and students are pleased to attend and proud to be a member of the school community. The school continues to achieve some of the best GCSE and A 'level results for its students and offers a very extensive support programme both pastorally and academically for all students regardless of ability. We are an inclusive community and with high expectations of both students and staff.



Our transformational journey continues this year, with even higher expectations, refinement of our systems and an even greater focus on achievement and success. It is a very exciting time for our school community as our new teaching block opened in September 2024, alongside significant internal refurbishment, and modernisation to the existing school.

I look forward to receiving your application and welcoming you to our school in person should you be shortlisted for interview.

May I take this opportunity to thank all applicants for their interest in this post and in Sandy Secondary School.

With best wishes

A handwritten signature in black ink, which appears to read 'K Hayward'.

Miss Karen Hayward
Executive Principal

OUR VALUES & ETHOS

"Empowering Our Students To Shine"

At Sandy Secondary School, nestled at the heart of its community, we cultivate an atmosphere of empowerment, ensuring each student confidently embraces their unique potential. Our ethos champions students who are aspirational, self-motivated, and compassionate, fostering not only academic prowess but also moral, cultural, and societal awareness. Our dedicated staff, with a tailor-made curriculum, recognise each student's individuality, providing ample avenues for them to shine, both within and beyond the classroom setting. Complementing our academic commitment is our steadfast pastoral support, ensuring student well-being, resilience, and the ability to make positive choices.

Emphasising the vital role of parents and guardians, we cherish and nurture the enduring partnerships between the school, students, and their families. This bond is pivotal in shaping a student's educational journey, allowing guardians an integral part in this crucial phase of their child's life. Our approach to teaching and learning is both innovative and rooted in student needs. We are adamant that no barriers, be they disability or societal, impede our students' success. With top-tier teaching, we not only impart knowledge but inspire passion, leveraging technology and in-depth data to enhance learning experiences.

Our students, the pride of Sandy Secondary, are enthusiastic and engaged learners. They not only achieve academically but also cultivate skills such as adaptability, resilience, and leadership. Their interactions with peers and staff echo respect and the expectation of positive behaviour. Our leadership stands as a beacon of integrity, approachability, and vision, ensuring decisions prioritise achievement, teaching, and learning. Every staff member's input is valued, fostering a collaborative environment that enriches the school's journey. Lastly, our relationship with parents and guardians is rooted in trust and open communication, leveraging technology to keep them in the loop, ensuring a harmonised educational experience for every student.



MINIBUS DRIVER

Required ASAP

£12.65 per hour

Fixed Term until 17th July 2026 and then reviewed annually

Minimum of 7.5 hours per week, term time only (*additional hours will be booked on an ad hoc basis*)

Morning run – 7.45am – 8.30am

Afternoon run – 3.00pm – 3.45pm

We are seeking an additional reliable and flexible School minibus driver to join our growing team of professionals. As a driver for Sandy Secondary School, you will be a vital part of the students day to day school experience and have a positive attitude.

We run multiple bus routes morning and evening, meaning you would still get the day time for yourself. This role is part time Monday – Friday with the option of covering school trip and fixture transport in our modern minibuses.

You should possess a clean driving licence, and be willing to undertake any necessary training, dependant on the types of vehicles your licence permits you to drive. You do not need D1 on your licence as our vehicles are “Minibus Lite”.

We look forward to receiving your application and hopefully meeting you as part of the recruitment process.

How to apply for the role:

Application is by completed application form via my new term, just click on the link on our website or click on the QR code above.

Closing Date – Monday 26th January 2026 at 9.00am



SAFEGUARDING POLICY

Posts working with either children and/or vulnerable adults will be subject to the disclosure of criminal records, the successful applicant will be required to undertake an enhanced DBS check.

Sandy Secondary School have decided to carry out online searches for shortlisted candidates as part of due diligence in our recruitment process, (as per KCSIE, paragraph 220).

The searches are conducted by a member of our staff and recorded in line with our recruitment and appointment protocols and procedures.

The process will be consistent, transparent, and fair and reflected within the Safer recruitment policy.

At Sandy Secondary School, safeguarding is our top priority. We encourage all applicants to review our Safeguarding and Child Protection Policy, which outlines our commitment to the safety and wellbeing of students. You can find the policy [here](#).



PERSON SPECIFICATION

Essential	Desirable
Education – Qualifications	
<ul style="list-style-type: none"> Hold a current, clean and valid driving licence 	Full valid driving license including D1 entitlement. Hold a current, clean and valid driving licence D1 unrestricted or a D1 restricted (car licence obtained prior to 01/01/1997)
Experience and skills	
<ul style="list-style-type: none"> Ability to develop and maintain good professional relationships and to work as part of a team Good communication skills e.g. encouraging pupils to adhere to safety requirements, ability to keep control of children. The ability to communicate with parents in an appropriate and when required empathetic manner Excellent organisational skills with the ability to coordinate and prioritise activities with excellent attention to detail The ability to establish and maintain effective working relationships at all levels internally and externally Experience of driving passengers in a minibus Able to adhere to timetables and deadlines Experience of maintaining confidentiality at all times 	<p>Experience of working in a school</p> <p>Experience of working with children and young people</p>
Knowledge	
<ul style="list-style-type: none"> Know how to safeguard children Knowledge and understanding of the School Child Protection Policies and Procedures Knowledge and understanding of effective behaviour management strategies and the ability to put these into practice Knowledge of strategies that promote equal opportunities for all Knowledge of common medical conditions e.g. asthma, allergies 	
Professional Attributes	
<ul style="list-style-type: none"> Professional image, manner and approach Reliable and trustworthy Resilient and enjoy working with children including those whose behaviour may challenge Honest, sense of responsibility and confidentiality Flexible approach to duties and working hours Able to use initiative and use problem solving skills Able to be adaptable and be flexible to respond to regularly changing requirements Willing to attend further courses and training as necessary including First Aid or willing to undertake a 3 day course 	
Other	
<ul style="list-style-type: none"> Applicants will be required to undergo child protection screening appropriate to the post, including checks and references with past employers, the Disclosure and Barring Service (DBS), health assessment, and legal entitlement to work in the UK 	

JOB DESCRIPTION

Job Description

Role Summary

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The role is responsible for ensuring the safety, welfare and good conduct of students during the school day in accordance with the policies, practices and procedures of the school.

The jobholder is responsible for ensuring the efficient running of the School minibus service, as part of a friendly team ensuring the safety of passengers, other road users, members of the public and yourself at all times.

Duties and Responsibilities:

Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.

Driving the minibus on specific routes to ensure a reliable service is provided to parents and students for collection and drop off in the morning and after school.

Responsible for the safety, comfort and welfare of the children.

Discuss with the drivers and/or Administrator any alterations to routes due to road works, etc.

Liaise with the Director of Finance on matters relating to the minibus routes and advise the attendance team of any pupil absences.

Ensure minibus checklists are completed, with remedial actions followed up.

Deal with emergencies and follow school procedures and if necessary resolve transport issues promptly, updating the Director of Finance when issues arise.

Report any vehicle defects, faults, incidents and accidents promptly.

Be responsible for the cleanliness of vehicle, inside and out and ensuring the vehicle is in a clean and roadworthy condition before and after use.

Refuel vehicles on a regular basis.

JOB DESCRIPTION

Maintain and help to promote a professional school image, working attire should be worn at all times and kept in a clean and tidy condition. Ensure the ID badge is visibly at all times.

Work within health and safety and minibuss policy and guidelines and other guidelines that may be issued.

Attend relevant training courses as identified and agreed, this will include passing a minibuss driving assessment test and undertaking First Aid training and if required provide a first aid service to students.

Undertake other duties appropriate to the grade and responsibilities of the role as may be required.

It is vital to the ethos of the Support Team that the post holder is flexible in taking on additional tasks, willing to offer help to, and cover for, other members of the Team, and treats co-operation and support for colleagues as a top priority.

‘We believe in the welfare and safeguarding of all children and expect ALL staff to share the same view’