



ABINGDON
PREPARATORY SCHOOL



RELIEF MINIBUS DRIVER

Early applications are encouraged.

APPLICATIONS WILL BE REVIEWED UPON RECEIPT



Contents

PAGE 03	<u>Message from Nicky Black, Head</u>
PAGE 04	<u>About the role</u>
PAGE 06	<u>Person specific criteria</u>
PAGE 07	<u>Terms and conditions</u>
PAGE 08	<u>Further information</u>
PAGE 09	<u>How to apply</u>

Message from the Head, Nicky Black

Thank you for your interest in Abingdon Prep School. I am delighted that you are considering our School and I hope that you will want to apply for this post once you have found out a little more about us.

I encourage you to spend time looking at our website, www.abingdon.org.uk/prep/, as this will tell you a lot about us and give you an insight into our school. To fill you in on a few important features, Abingdon Prep (previously Josca's) is an independent day school with around 200 pupils aged 4 to 13. Abingdon Prep, along with Abingdon School and The Manor Prep, forms the Abingdon Schools Group. In May 2024, we announced our decision to move to co-education. We have welcomed girls to our Pre-Prep from September 2024 and to Years 3 to 6 in September 2025. We employ around 500 teachers and support staff across the Group and the Board of Governors oversees both establishments.



Admission is by selection and we are a popular choice for Oxfordshire families. Many are attracted by our academic standards, certainly, but also by the huge and dynamic 'Other Half' (co-curricular programme) we offer. All staff participate in the programme and the School places considerable importance on the many benefits of the Other Half and its role in developing the whole person. In Year 7 and 8 our pupils follow our Abingdon Prep Plus (AP+) curriculum. Approximately 90% of the pupils go onto Abingdon School. Our pupils also enter Radley College, Magdalen College School and Cokethorpe amongst others. In the past 5 years 38 scholarships have been achieved to Abingdon School and other senior schools across all areas of the curriculum - Academic, Art, Drama, Music and Sports. We pride ourselves on having a strong community ethos and all families and staff play their part in making our school feel warm and welcoming.

Abingdon Prep occupies a large rural site approximately 5 miles west of Abingdon. Our facilities are enviable, with expansive and very well-maintained playing fields, an Astroturf Multi Use Sports Area, large and bright classrooms, sports hall, assembly hall and separate drama studio. In September 2022, we have opened a new block with a fantastic Design and Technology lab, alongside a new Music Centre, new library and 4 new classrooms. We are extremely well resourced in every area.

We want an Abingdon Prep pupil to be engaging, motivated and delightful to know. We encourage confidence without arrogance and generate a safe academic atmosphere that enables pupils to push their own limits and reach their potential. We encourage a professional warmth and respect between the pupils and staff and we place great importance on regular communication with parents.

The Role

Location: Abingdon Prep and Senior School

Reports to: APS Minibus Coordinator

Abingdon Preparatory School provides an extensive transport service for pupils attending the school alongside the Joint Bus Service. The Relief Minibus Driver will support the transport team on a casual, variable hours basis (see Hours of Work).

The minibuses are used every day of the school year and the driver is responsible for the safety of the children inside the minibus until their arrival at school, or delivery back to their parents after school. A very high level of care of the pupils is expected.

In addition to the above, the driver is responsible for reporting vehicle defects, faults, incidents and accidents. They are also responsible for the cleanliness of their vehicle and checking roadworthiness.

Drivers are provided with a fuel card and are expected to refuel their vehicle as required.

Successful applicants will be required to undertake a Minibus Test which will be arranged by the School.

*the role is for APS, however the minibus can be collected from Abingdon School or APS by prior arrangement.



The Role

The Relief Minibus Driver will be offered work according to the needs of the School. This might include covering morning and/or afternoon runs, moving minibuses between sites, taking minibuses to be serviced, or transporting pupils for trips and one-off events.

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post. Duties will include, but not be limited to:

- To take responsibility for the safe pick up, carriage and drop off of pupils using the minibuses.
- To check their vehicle and report any vehicle defects, faults, incidents and accidents through the Vectare system.
- To take responsibility for the cleanliness of their vehicle, inside and out, cleaning weekly.
- To ensure their vehicle is fuelled.
- To attend training as required.



The Person

Essential Qualities

- Full driving licence (maximum 3 penalty points).
- D1 entitlement or a D or D1 PCV licence.
- A demonstrable commitment to maintaining high standards in Health and Safety and the care of pupils using school minibuses.
- Has a positive and friendly attitude.
- A reliable, calm and responsible approach to work.
- Good communication and interpersonal skills and able to communicate effectively and appropriately with pupils, parents and staff.
- Able to work cooperatively with others as part of a team.
- Able to use IT (including email and electronic bus sign in system/Vectare).
- Willingness to undertake training as required.
- Displays a commitment to supporting a diverse workforce and to inclusive teams that work effectively together.
- Displays commitment to the protection and safeguarding of children and young people.
- Values and respects the views and needs of children and young people.

Desirable Qualities

- MiDAS qualification
- Experience in minibus or other passenger vehicle driving for children or young people



Terms and Conditions

Hours and weeks of work

Work will be offered on a casual, variable hours basis. Where the Relief Minibus Driver takes a morning run, they will complete their run before 8.35am when school commences.

Pay

This is a casual worker role paid on an hourly basis. The hourly rate is **£16.11** inclusive of holiday pay.



Further Information

- This role is to start as soon as possible, subject to **satisfactory completion of pre-appointment checks**.
- For an informal discussion about the role please contact Gary Ward, Transport Manager initially via email to recruitment@abingdon.org.uk. Please note this is not part of the selection process.
- For safeguarding reasons, please note we are unable to accept applications by CV. **All applicants must complete the standard application via our recruitment portal, MyNewTerm.**
- Early applications are encouraged and the vacancy will close once the position has been filled. Applications will be reviewed within 2 weeks of receipt.
- All applicants should apply via MyNewTerm, our recruitment portal. CV's are not accepted. Alternatively candidates may wish to contact the recruitment team to request an electronic application form.
- Please note that due to safeguarding reasons, candidates must complete a standard Abingdon application.

Training Requirements

The following mandatory training will be provided: Cyber Security, Emergency First Aid at Work, Equality, Diversity & Inclusion, Fire Marshal, Health & Safety, Prevent, Sexual Harassment Awareness and Safeguarding. Fire Extinguisher practical, Lone Working and MiDAS (Minibus Driver Awareness Scheme) training.

Health and Safety at Work

All staff share responsibility for achieving safe working conditions. The postholder must take care of their own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment. All staff are required to confirm that they have read and understood the School's Health and Safety Policy.



How to Apply

To apply, please go to **MyNewTerm**, our recruitment portal and submit an application. Please note we are unable to accept CVs, testimonials or examples of work. Alternatively you may wish to email the Recruitment team at recruitment@abingdon.org.uk for an electronic Application Form (This is an application form template in Word that can be typed into and some candidates may find this easier than using the portal).

References:

We require at least two satisfactory references, including one from your current/most recent employer. If you've previously worked in a school or with children, one reference must be from the most recent relevant employer where you last worked. If you've been employed by a school, the reference must be from the school's Head. References cannot be from a relative or someone known to you solely as a friend.

For safeguarding reasons, references will be taken up before interview unless you have specifically asked us not to.

Online Checks:

We conduct online searches for all shortlisted candidates to assess their suitability to work with children. Any public information found may be discussed with you at your interview.

Interviews:

Longlisted candidates will have an online video interview before shortlisting.

If shortlisted, you'll be invited to attend an in-person interview/selection day which will include one or more interviews and will also include one or more tasks (e.g a presentation or a written exercise) and a tour of the School. If you are invited for interview, further information will be sent to you with your invitation.

These stages will also assess your suitability for working with children. Your employment history, including any gaps in employment, will be explored at interview.

Pre-Employment Checks:

If you're invited for an interview, you'll undergo essential checks with HR, including:

- DBS enhanced criminal records check and checks of relevant prohibitions and barring;
- Verification of identity, address, right to work in the UK, and
- Qualifications check.

If you've lived or worked overseas for 3+ months in the last 10 years, please bring original copies of any overseas police checks

Conditional Offer & Safeguarding

Any job offer is conditional on successful completion of all required pre-appointment checks, including ID check, DBS check, any required overseas checks, barred list checks, prohibitions from teaching and/or management checks (if applicable), satisfactory references, medical fitness, EYFS declaration (if applicable) and verification of qualifications and right to work in the UK. Staff are also required to read and sign to say they have understood key policies including safeguarding and health and safety.

Warning!

It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. Providing false information is also an offence and could result in the application being rejected or summary dismissal (if appointed), and possible referral to the police and/or DBS, and/or the Teaching Regulation Agency (TRA).

Questions?

Contact our HR Department at **01235 849136** or recruitment@abingdon.org.uk

We recognise the value of a diverse and inclusive workplace and are committed to equality of opportunity for all staff and job applicants. We aim to ensure that our staffing at all levels and in all roles is diverse and we welcome applications from all backgrounds and all sections of the community.



ABINGDON
PREPARATORY SCHOOL

**A leading co-educational independent
school for children aged 4 to 13 years**