



BLOXHAM SCHOOL VACANCY INFORMATION FOR:

## **PART TIME MINIBUS DRIVER**

*Bloxham School is an independent, co-educational boarding and day school for boys and girls aged 11 to 18 situated in north Oxfordshire. We are proud to boast state-of-the-art facilities for academic work, sport, technology and the arts on a modern, single-site campus. With around 500 students, Bloxham is small enough to ensure that each student receives individual attention, yet large enough to offer every opportunity a school twice its size could deliver. Our flexible approach to boarding responds to the demands of modern family living, with all our students joining us as either boarders, day boarders or day students.*





## THE VACANCY

Bloxham School is seeking to appoint a part time Minibus Driver. The successful applicant will be responsible for one minibus route collecting and returning pupils to and from school on specified routes.

## JOB DESCRIPTION

- Collect pupils at designated points on minibus route in the morning and return them to drop off points in the evening according to the timetable prepared by the Transport Manager
  - Liaise with parents of pupils on a day to day basis.
  - Maintenance including:
    - o Daily vehicle walk around checks
    - o Sweeping out vehicle after details
    - o Washing and mopping vehicle weekly
    - o Checking oil and fluid levels, fuel filling, changing light bulbs, checking tyre pressures and other checks specified by the Transport Manager
  - Comply with school's Road Transport Policy.
  - Carrying out other transport related duties specified by the Transport Manager
- Other:
- Any reasonable requests made by your Line Manager, the Estates Manager or Bursar.
  - Attend training courses as required.
  - Obtain and maintain professional qualifications in-line with the role and responsibilities.
  - Present a smart and professional image at all times.

## KEY INFORMATION

**Start Date:** September 2023

**Accountable to:** Operations and Logistics Manager

**Working Hours:** 20 hours per week, term time only. Monday to Friday 06:15 - 08:15 and 18:00 - 20:00. We may be able to split these hours so one person can cover the mornings and another the evenings.

The appointee may also be invited by the Transport Manager to work additional hours on occasion to drive pupils to school events including; sports matches, airport runs and outings. You are not to exceed legal driving hours in force at the time.

**Salary:** £11.73 per hour

## BENEFITS

- Enrolment in the School's defined contribution pension scheme
- 21 days paid holiday plus Bank Holidays, rising by 1 day per year (up to a maximum of 25 days)
- Tea, coffee and lunch provided during working hours
- Free parking on site
- Access at no charge to the School's sporting, swimming and fitness facilities, including gym and tennis courts
- Strong, supportive staff community with a school counsellor available
- Opportunities for continuous professional development





## PERSON SPECIFICATION

### Essential Criteria:

- Must hold a full UK driving licence with category D, D1 or D101 entitlement.
- Refresher driver training as specified by the Transport Manager.
- Must be fit to drive.
- You will need to be available to attending mandatory training days / courses, on or off site, as and when required.

### Desirable Criteria:

- Minibus Driver Awareness Scheme course (MiDAS). This can be completed in house if required.
- Experience of driving in a similar setting.

## HOW TO APPLY

To apply for this role please complete the Bloxham School support staff application form. Applications will be assessed upon receipt, and we reserve the right to interview and appoint prior to the closing date. Therefore, an early application is strongly advised.

For further information please visit the Bloxham School website. If you have any queries, please contact the HR Department on 01295 232160 or at [recruitment@bloxhamschool.com](mailto:recruitment@bloxhamschool.com).

We look forward to receiving your application.

## SAFEGUARDING

The post holder's responsibility will include promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact. The post holder will be required to adhere to and ensure compliance with the School's Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, s/he must report any concerns to the School's Designated Safeguarding Lead.