



FARLEIGH

Minibus Driver and Site Assistant

Candidate Information Pack

Part time, Term time only

Permanent

Starting - as early as possible



Head's Welcome

Welcome from Fr Simon Everson, Headmaster

Thank you very much for your interest in the position of part time Minibus Driver and Site Assistant at Farleigh School.

Farleigh has grown into a school of which we are very proud, with over 460 boys and girls, aged 3 to 13, boarding and day. We are a leading Catholic prep school which welcomes all faiths, or none. Farleigh is a wonderful environment in which to work, combining excellent teaching, modern facilities and countless opportunities for children to grow in confidence and discover their talents.

We are aspirational in seeking the very best for the young people in our care and pupils go on to a wide range of leading senior schools. We enjoy their company and prepare them for an exciting future, encouraging them to have a warmth, depth of knowledge and sense of purpose that will serve them well in the years to come.

We work with a team of skilled and dedicated staff, each member playing a key role in the running of the School and in creating a warm, friendly and welcoming atmosphere for pupils and parents. We are also extremely fortunate to have an incredibly loyal parent body who support and work with us in so many ways.

I hope that you enjoy finding out a little bit more about us and the role of part time Minibus Driver and Site Assistant. If you would like an informal discussion about the position, please call Nikki Lloyd, the HR Manager, on 01264 710766.



About Farleigh

Farleigh School is a highly successful and vibrant co-educational prep school for boarders and day pupils, aged 3 to 13, based in the beautiful Test Valley of Hampshire and set in 70 acres of open parkland and landscaped woodland. We are just off the A303, close to Andover, Stockbridge, Salisbury and Winchester.

A leading Catholic school which welcomes all faiths, or none, Farleigh combines excellent teaching, modern facilities and countless opportunities for children to grow in confidence and discover their talents.

Farleigh is committed to providing the very highest standard of teaching and pastoral care to ensure that every child is well looked after, happy and fulfilled. The school is aspirational in seeking the very best for the young people in its care and pupils go on to a wide range of leading senior schools.

At Farleigh, we pride ourselves on our team of skilled and dedicated staff. Each member plays a vital role in the running of the school and in creating a warm, friendly atmosphere for pupils and parents.

Farleigh School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment will be subject to the relevant safeguarding and background checks, including an enhanced DBS check and references.

Our Location & Surrounding Area



Farleigh School

Red Rice

Andover

Hampshire

SP11 7PW

www.farleighschool.com



Minibus Driver and Site Assistant

Farleigh School seeks to appoint a reliable and approachable part-time Minibus Driver and Site Assistant to undertake scheduled driving duties and site maintenance duties during term time.

Responsibilities include:

- Driving school children to and from school in the school minibuses
- Basic cleaning and maintenance of the school minibuses
- Maintaining order and discipline on the school minibus and keeping written records
- General site maintenance duties such as sweeping, emptying the bins and moving furniture around the school site
- Light DIY tasks
- Collecting the daily post from the post office
- Carrying out end of day checks and locking up of the school site

This is a part time and term time only position working 20 hours per week, between 4.30pm and 8.30pm Monday to Friday.

Job Description: Minibus Driver and Site Assistant

Responsible to: Maintenance Manager

Purpose of the job: The school Minibus Driver/Site Assistant is responsible for safely operating the school minibus on a regular daily schedule, for both pupils and staff and for ensuring light site maintenance work is conducted efficiently and to high standards.

Particular Tasks & Responsibilities:

Minibus Driver

- Operate the school minibus in a safe and efficient way according to all relevant legislation, policies and procedures
- Perform daily safety and maintenance checks
- Clean the minibus as required
- Ensure minibuses are parked safely and securely
- Advise the Maintenance Team of any requirements for maintenance or repairs
- Pick up and deliver students and staff as per a set schedule
- Take attendance on the school minibus
- Ensure students are aware of rules and responsibilities as passengers
- Maintain order and discipline on the school minibus and keep records

Site Assistant

- Maintaining vehicles (incl. washing, cleaning after trips and re-fueling)
- Security patrols and locking up procedures
- Setting up and packing away event equipment
- Routine maintenance duties involving; cleaning, sweeping areas and waste disposal
- Car park and traffic management
- Leaf blowing and jet-washing across the site
- Collection of post
- General DIY projects such as, simple construction and decorating
- Collecting materials and goods
- Manual handling i.e., moving furniture and goods around the site
- Any other duties, commensurate with the role, as and when required

Person Specification:

- Full valid UK driving licence - **essential**
- D1 on driving licence (i.e. can drive a 17-seater minibus 3.5T) is highly desirable but not essential
- Effective verbal and listening communications skills
- Appropriate writing skills to complete and maintain daily records
- Ability to work well with others and independently when required
- Have an understanding of and commitment to safeguarding
- Are professional and courteous in their manner and approach to working with others

This job description will be reviewed and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.



Salary, Benefits & Application Process

The successful candidate will receive a remuneration package which includes:

- A part-time annual salary of £9,329.76 paid monthly in 12 equal instalments
- Potential for over time
- Membership of our pension scheme
- Membership of the support staff Life Assurance for 3 x annual salary
- Free school meals during working hours in term-time
- 28 days paid annual leave included within the annual salary
- Free car parking
- Formal training and support to achieve the professional qualifications necessary to develop in the role
- Supportive colleagues and a team environment
- A beautiful setting in which to work
- Access to staff social events throughout the year

To apply for this position, please complete the support staff application form and return to Nikki Lloyd, the HR Manager at hr@farleighschool.com as soon as possible.

Farleigh School reserves the right to appoint at any time in the recruitment process.

Safeguarding:

Farleigh School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant(s) must be willing to undergo appropriate Child Protection Screening, including references from past employers and an enhanced DBS disclosure and an online search in line with safer recruitment.

Equal Opportunities:

Farleigh School is a co-educational organisation that believes strongly in equal opportunity for all.