



Park Lane Academy

Recruitment Pack

**Mini Bus Driver
Required: ASAP**

**Actual Salary: £7,965
(Grade 2, Scale Point 4)
15 Hours per week, Term Time only
5 days: 7.45am-9.00am, then 2.45pm-4.30pm**

Fixed Term Contract to 31st Aug 2025

Dear Colleague,

We are seeking a Mini Bus Driver to join Park Lane Academy. Would you like to join our friendly and dedicated team to have a positive impact on young minds?

We're on the lookout for someone who will...

- Promote and demonstrate our values
- Be flexible and willing to go the extra mile

What you'll get in return...

- Wellbeing Benefits – physiotherapy, 24-hour GP helpline, cancer support, stress management support and weight management.
- Employee Pension
- Flexibility Days – 2 days paid time off during term time for life events
- Free annual flu vaccine
- Cycle to work scheme
- Free Will writing service
- Dedicated personal development and training opportunities

If you feel like you'll be a good fit, we'd love to hear from you!

We are aware that an increasing number of applicants are using AI technology to generate responses on SPA Applications. Over reliance on AI-generated content in application forms is strongly discouraged and we will conduct a thorough screening process before selecting candidates to progress to the next stage. If you are using AI to enhance your application, please disclose this in your SPA application form.

Best Wishes

Kash Rafiq

Stuart Hillary

Executive Principal

Principal





Joining South Pennine Academies

- **Pension** – Every employee of South Pennine Academies has access to the Teachers' Pension Scheme or the Local Government Pension Scheme.
- **Wellbeing Benefits** – Through our wellbeing provider, **Smart Clinic**, staff can access a number of generous wellbeing benefits including physiotherapy, 24-hour GP helpline, cancer support, stress counselling support and weight management.
- **Free Will Writing Service** – Provided via solicitors Dunham McCarthy – a free and completely confidential service for all SPA employees. The free service is provided remotely, either by telephone or video call, at a time to suit you. You will have an adviser to help you complete each step from start to finish.
- **Cycle to Work Scheme** – The Trust has registered to join this scheme as a provider for staff to be able to take advantage of the salary sacrifice tax-relief arrangement. For more information, eligibility criteria and details of how to apply, please contact the central HR team.
- **Annual Flu Vaccinations** – Annual Flu vaccinations offered to staff either by visit from nurse on site or via vouchers, accepted at various GP surgeries or pharmacies

Academy Overview

Park Lane is a vibrant and welcoming secondary academy. We are part of a highly successful and supportive Trust, enjoying the benefits of effective collaboration through working in partnership with the eleven academies and Huddersfield Horizon Scitt that make up the trust.

Based 3 miles out of Halifax Town Centre, in Exley; the academy buildings and grounds offer an exceptional modern learning environment and facilities, yet with the countryside literally on our doorstep meaning we can provide a wealth of additional curriculum enrichment opportunities for our students including DofE awards, sport clubs and fitness suite use for students.

We are an 11-16 mixed comprehensive academy with an increasingly positive reputation across Calderdale. Outcomes have improved steadily in recent years, with a fantastic

curriculum in place, which offers real breadth and reflects the interests and ambitions of all students on our roll. We are proud to hold the Careers kitemark, for excellence in guidance and support for students. The majority of our learners stay in education post 16 at the further education colleges within Calderdale. As a small secondary school, we take pride in the fact that every member of staff knows every student well. We truly value the relationships we foster with every staff member, student and family. This gives us a real 'family' feel that permeates through every element of our work and is something that visitors to the academy often comment upon.

Our core values are at built into the foundations of all that we do; Pride Respect and Ambition. We are proud that we are fully inclusive, serving a diverse community. We recognise that in order to excel academically, students also need exceptional care, guidance and support throughout their secondary education. Our team of dedicated staff work together with families, governors and the wider community to bring our values of Pride, Respect and Ambition to life, supporting students to develop the attitudes, knowledge and skills for future success.

Sponsorship

In the October of 2018, Park Lane Academy joined in partnership with South Pennine Academies to raise levels of attainment and aspirations of all students. As sponsor, South Pennine Academies is very well placed to create a unique institution characterised by high achievement and success. **The Trust has a national reputation for excellence and has a solid track record of partnership working with employers, universities and local schools.**

The benefits that South Pennine Academies brings are immense, adding their expertise and ideas as well as opening up life-enhancing opportunities to all in Park Lane Academy.

The key to the Academy's success will be the development of a shared vision, effective and transformational leadership and management, robust partnership arrangements, high quality and focused teaching which guarantees students learning and success. This all needs to be achieved amongst a strong and cohesive staff body.

Students will show good manners, work hard and be honest at all times. They will learn, share and succeed together.

The Trust Vision

- To develop a group of closely partnered academies.
- To ensure all academies are world class centres of excellence for teaching, learning and progress.
- To ensure the trust plays a pivotal role in improving the life chances of students.
- To ensure that local solutions and partnerships meet local needs.
- To focus on school improvement with inclusion and diversity at the core.



Key Priorities

High Performing Staff

Targeted strategies are used to ensure teachers, support and business support staff have the capability and flexibility to deliver high quality educational opportunities and services. Highly effective professional development is essential for all staff. Working with Teaching Schools and local providers, ensures that staff needs are met, whilst maintaining a clear focus on local and national priorities. A highly productive, happy workforce is essential in sustained school improvement.

Successful students

Every student, in every phase needs a personalised approach. We ensure opportunities in response to individual needs and empower individuals to contribute to their communities and continue to learn throughout their lives. A rich curriculum is essential, providing opportunities that lead to highly engaged students, who are articulate and communicate effectively. Students who feel their contributions are valued, students who become highly effective members of society.

Engaged community

Nurturing and maintaining positive, valuable relationships between school staff, students, their families and the broader community leads to improved outcomes for students. Local community capacity is strengthened when it is built on trust, respect for others, common goals and high expectations for students' achievement. We are committed to engaging strategies to ensure our key priorities are not only met but exceeded wherever possible.

THE SELECTION PROCESS

How to Apply

Thank you for taking time to read and digest our information. If you wish to apply for the post you should;

- Complete the application from our website fully, ensuring all details are accurate and all declarations are signed
- Please ensure you enclose two previous employers' professional referees, one being your current employer (with email addresses if possible). Do not enclose additional CVs
- Ensure you fully complete the personal statement section of the form, this should be no longer than the allocated space of two sides in the application form, addressing the key characteristics and experiences outlined in the person specification and the unique contribution that you could make to the future success of this academy
- Submit your application electronically by **midnight** on **5th January 2025** on **My New Term**.

The Academy is committed to safeguarding and promoting the welfare of all students, and staff must share this commitment. Appointment is subject to a satisfactory enhanced disclosure and barring service check and the Academy's safer recruitment policy and procedures.

Mini-Bus Driver

Job Description

Scale: Spot 2

Contract:

Permanent Contract

15 hours per week, Monday to Friday

Term time only

Purpose of the post

To provide a safe and efficient transport service for the Academy, ensuring the safety of staff, students and the wider community at all times.

Key Areas

Driving a manual minibus (17-seater) in accordance with all appropriate road safety and legal requirements.

Partnerships and Accountability:

- To drive the mini-bus on a daily route collecting students from areas that are not on a standard bus route
- To transport students and staff as required
- To support the attendance strategy by playing a key role to improve academy attendance
- To co-operate with external transport providers when required
- To encourage positive community links with local primary schools
- To be accountable to Attendance Leaders in relation to all areas of responsibility

Other Duties and Responsibilities:

- To be flexible with working hours when particular events (i.e. sporting/performing arts) may require work outside of normal hours
- To be aware of Health & Safety regulations for the transportation of passengers
- To carry out general daily and seasonal maintenance of the minibuses to ensure they are fully functioning and in safe working order
- To complete appropriate documentation required for the vehicle
- To keep the minibus clean and tidy
- To be aware of and adhere to all relevant Academy Health and Safety and Child Protection policies and procedures
- To guide students to ensure they act responsibly whilst travelling and transferring to and from the minibus
- To undertake basic student supervision duties that may be required in support of staff
- To provide support on Home School Liaisons and Attendance by supporting the home visits process to support families and children, providing outreach support to families in line with academy procedures and identified needs
- To help to improve attendance and late arrivals process
- To advise and assist parents/carers to maintain regular school attendance and good behaviour and signpost support for them
- To attend all meetings as required and complete all required training
- To implement all academy and trust policies

- To support the ethos and values of the school at all times and demonstrate high standards of personal and professional conduct whilst at work/representing the academy
- To carry out any other reasonable tasks, as directed by the Principal, compatible with the role and grade of the post

Safeguarding:

- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Motivation to work with children and young people

As part of your wider duties and responsibilities you are required to promote and actively support the Trusts 'responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

Signed by:

Postholder: _____

Principal: _____

Person Specification

E = Essential D = Desirable

1	Characteristics	
1.1	Good interpersonal skills including the ability to command respect and to collaborate effectively with colleagues and students	E
1.2	Professional approach to work and dealing with unforeseen events in a calm manner	E
1.3	Good communication skills to ensure the smooth running of the services provided	E
1.4	Flexibility to work outside of normal working hours if needed	E
2	Skills	
2.1	The skills and ability to ensure the safe operation of an effective transport service to benefit staff and students	E
2.2	Basic knowledge of Health & Safety regulations for the transportation of passengers	D
3	Qualifications and Experience	
3.1	Midas or equivalent trained (or willingness to undertake the qualification)	E
3.2	First Aid qualification (or willingness to undertake the qualification)	E
3.3	Previous experience of transporting passengers	D
4	Additional	
4.1	Full clean driving licence	E
4.2	Suitability to hold responsibility for promoting and safeguarding the welfare of children and young people	E
4.3	Willingness to ensure that equal opportunities are promoted and developed in all areas of the Academy	E
4.4	Willingness to undertake other reasonable requests as directed by the Principal	E