



MINIBUS DRIVER INFORMATION PACK FOR CANDIDATES



Dear Applicant

Thank you for your enquiry regarding the position of **Minibus Driver** at Leigh Trust.

I hope you find the information pack helpful. If you feel that that this is a post for which you would like to apply, please complete all sections of the Application Form including the Equal Opportunities monitoring (CVs are not accepted) via the Mynewterm portal:

<https://mynewterm.com/jobs/3727/EDV-2024-LT-45075>

The closing deadline for applications is no later than 12 noon 6th January 2025
Interview date: 15th January 2025 AM.

Please ensure you provide the name, address and status of two referees, one of whom should be your current direct Manager. Candidates should be aware we will seek references on shortlisted candidates for Academy based positions and may approach previous employers for information to verify particular experience or qualifications before interview. If you have not been contacted to say that you have been shortlisted please assume that your application has not been successful on this occasion.

The role is to start immediately, after all appropriate checks.

If you would like to know more about us before you apply please see our website at <https://www.leightrust.co.uk/current-vacancies-1/> or if you are not clear about any aspect of the application procedure, do not hesitate to contact us for clarification.

I wish you well and thank you once again for your interest in what we think will be a challenging and rewarding post.

Yours sincerely

Tom Blewitt
Chief Operations
Officer



Explanatory Notes

Applications will only be accepted from candidates completing the correct Application Form. Please complete ALL Sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will not be accepted in place of a completed Application Form.

Safeguarding Children & Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

1. Candidates should be aware that all posts in Leigh Trust involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
2. Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as “spent” must be declared.
3. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
4. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

Interview Process

After the closing date, short listing will be conducted by a Panel, who will match your skills/ experience against the criteria in the Person Specification. A short test will be carried out in relation to the job role. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements such as a current driving license including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing a change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

We will seek references on shortlisted candidates for Academy based positions and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

For Academy based positions, in addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline.

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon: -

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- List 99 Check
- Satisfactory Enhanced DBS disclosure
- Verification of professional status such as GTC registration, QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period.
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

For teaching posts

- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- Verification of medical fitness in accordance with DfES Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training

You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or ISA and/or other relevant investigating bodies.



Job Description

POST:	Minibus Driver
RESPONSIBLE TO:	Trust Sports Lead
SALARY:	Grade 2 £24,027 – £25,992 FTE (FTE hourly rate between £12.62 and £13.66) Term Time Only (salary paid will therefore be pro rota) Hours - 17 hrs per week (average), Term-time only (additional hours maybe required at various points in the year)
LOCATION:	Leigh Trust, 104 Naseby Road, Birmingham, B8 3HG
WORKING PATTERN:	Part-time/Term Time Only
DISCLOSURE LEVEL:	Enhanced DBS
JOB PURPOSE:	To drive Leigh Trust vehicles in a responsible and competent manner and supervise students to and from school activities

SPECIFIC RESPONSIBILITIES

- Driving a Leigh Trust Mini-Bus. Collecting and dropping off students at designated locations and times
- Ensuring the vehicle is clean before and after use.
- Maintaining the school's image; working attire should be worn at all times and kept in a clean and tidy condition.
- Working within health and safety guidelines and other guidelines that may be issued from time- to-time.
- Working within the constraints and guidelines as set out in the Minibus Drivers' Operation Instructions.
- Daily inspection of the school bus, prior to setting off on a journey, to ensure roadworthiness, serviceability, and duty of care.
- Deliver vehicles to dealership for minor repairs and warranty work to be undertaken
- To complete log/record of journeys undertaken.
- Adhere to the minibus booking procedure.
- Complete the weekly inspection list on the vehicles.
- Ensuring that the vehicle documents and equipment on board the bus is kept up to date and safety checks are carried out on the fire extinguishers.
- Monitoring the levels of petrol and fluid levels, to ensure efficiency and safety. Filling up the vehicles with petrol as and when required.
- Reporting any concerns about the road worthiness of the vehicles to the Trust Sports Lead.
- Driving the school bus in an appropriate manner with due regard to safety and speed limits.
- Supervision of students on the school bus to ensure they follow the pupil code of conduct whilst on board
- Enforcement of the school minibus policy and the reporting of any incidents or unsatisfactory behaviour to the Head Teacher.
- Communicating, using agreed school protocols, with parents of pupils on the bus to ensure efficient and safe practice.

- Dealing with accidents/incidents and reporting them to the School Office/Head Teacher/Trust Sports Lead as appropriate.
- Any other relevant and appropriate occasional duties that may be required by the Trust Sports Lead.
- The role may occasionally involve some after school work and weekend work.
- The successful candidate will be required to undertake a driving assessment. They must have a clean category D1 license without restrictions and have been driving for the last 3 years; MIDAS training is essential and can be provided.
- Safeguarding Children - Leigh Trust is committed to safeguarding and promoting the welfare of children and young people.
- We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure all tasks are carried out with due regard to Health and Safety.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos of the school.
- To promote the agreed vision and aims of the school.
- To set an example of personal integrity and professionalism.

The role may occasionally involve some after school work and weekend work.

The successful candidate will be required to undertake a driving assessment and have PSV or PCV licence category D1 without restriction, as well as having held a clean driving licence for at least 3 years. MIDAS training is essential and can be provided.

Safeguarding Children Leigh Trust is committed to safeguarding and promoting the welfare of children and young people.

We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed

- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure all tasks are carried out with due regard to Health and Safety.

To undertake appropriate professional development including adhering to the principle of performance management.

To adhere to the ethos of the school
 To promote the agreed vision and aims of the school.
 To set an example of personal integrity and professionalism.

Any other duties as commensurate within the grade in order to ensure the smooth running of the school.

E. Safeguarding children and young people

Leigh Trust is an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age. Leigh Trust is committed to safer recruitment practice and pre-employment checks, including an enhanced DBS check, two written references (requested once shortlisted), proof of qualifications and medical checks, will be undertaken before any appointment is confirmed. In line with Keeping Children Safe in Education 2023-4, online searches will be undertaken for all prospective shortlisted candidates.

Leigh Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is required.

Minibus Driver Person Specification

	Essential	Desirable
Experience, skills and knowledge	Clean driving licence (held for at least 3 years) <ul style="list-style-type: none"> • Experience of driving a large vehicle • The ability to work well within a team • Pleasant, patient and helpful personality • Reliable and trustworthy • Flexible approach to working arrangements • A nurturing approach • Willing to undertake training as appropriate • Enjoy being around children 	PCV licence holder <ul style="list-style-type: none"> • Geographical knowledge of the local area/Birmingham • MIDAS Training
Personal Qualities	Good health, attendance and punctuality <ul style="list-style-type: none"> • A friendly, outgoing personality 	Willingness to support colleagues