

## Mini Bus Driver

### *Candidate Pack*

Rupert House is a happy and high-achieving independent Pre-Prep and Prep School for boys and girls aged 3-11 years. We stand proudly at the heart of the beautiful riverside town of Henley-on-Thames. From the moment that children enter our care they are encouraged to adopt a Growth Mindset learning the values of creativity, respect, courage and resilience that will enable them to stand tall in the world.

### *Job Description*

#### **Overview of role:**

Rupert House are seeking minibus drivers for their morning and afternoon School runs with optional work as a member of the operations team in between. You will be joining an existing team of drivers.

Candidates will need to be confident in interacting with children and be able to maintain a good atmosphere on the bus. You will need to have a warm and flexible approach, be able to show initiative and work well on their own and as part of a team.

#### **Requirements:**

Drivers will ideally hold a a current category 'D' PSV licence, or unrestricted D1.

The post holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Safeguarding Staff Behaviour Policy Statement 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 Headmaster or Designated Safeguarding Lead.

### *Hours, Salary & Benefits*

**Hours:** 22 hours per week (approx)

Mon – Fri term time only. Permanent role.

**Monday:** 07.00 - 08.30, 13.00 - 18.15

**Tuesday:** 07.00 - 08.30, 16.45 - 18.15

**Wednesday:** 07.00 - 11.15, 16.45 - 18.15

**Thursday:** 07.00 - 11.15, 16.45 - 18.15

**Friday:** 07.00 - 08.30, 16.45 - 18.15

Also, ad hoc hours required for additional sports and event trips.

**Salary:** £14.04 per hour

#### **Benefits:**

- 5% employer pension
- Cycle to work scheme
- Means tested staff discount
- Free lunch if working in one of our schools
- Pro rota holiday + bank holidays per annum
- Access to the group's counselling scheme
- Access to fully funded apprenticeships, up to L7
- Discretionary Christmas stand down
- On site parking

### *Application & Key Information*

Position closes **10th May 2024**. We reserve the right to close applications early due to high application numbers, so early application is encouraged.

#### **Interviews will be held W/C 13th May 24**

Applicants should complete the school's application form and submit by email to the Talent Acquisition Partner - [Molly.Rees@wishford.co.uk](mailto:Molly.Rees@wishford.co.uk)

Please contact Molly Rees if you need assistance completing an application form, or require an adjustment for the application or interview process.

Wishford Education is an equal opportunities employer and welcomes applications from all backgrounds. Appointments will be made solely on merit and will be made without regard to age, disability, gender, nationality, race, colour, ethnicity, or religion.