



*Saint Joseph's*  
CATHOLIC SCHOOL

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# Minibus Driver

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CANDIDATE INFORMATION



## Welcome from the Headteacher

Dear Candidate,

The Governors and I welcome your interest in the position of Minibus Driver at St Joseph's Catholic School.

St Joseph's is a smaller than average school. The warm and welcoming atmosphere is matched by a strong focus on pupil progress and hence improving their life chances.

Our good reputation within the community, following year-on-year improvements in results, has resulted in us becoming oversubscribed and a school of choice for many parents. Since 2016, the school has seen an increase in pupil numbers of 31%.

New staff joining the school will be welcomed by a warm, supportive environment, along with excellent professional opportunities to expand your personal growth.

I very much look forward to receiving your application. Should you have any queries, please do not hesitate to contact me.

**Mr J. McParland**  
Interim Headteacher



## Key Information

Post: **Minibus Driver**  
Salary Range: **Grade E (£12.38 per hour)**  
Responsible To: **School Business Manager**  
Contract Type: **Permanent, part time – 3 hours per day (7:30–9am / 3:30–5pm), term time only (38 weeks per year)**

## Dates

Application Deadline: **28<sup>th</sup> August 2024**  
Interviews: **Week commencing 2<sup>nd</sup> September 2024**  
Start Date: **September 2024**

“ Thank you for your support and leadership throughout my time at St Joseph’s. I am very grateful for the high standards you set and feel confident to further my career, but St Joseph’s will always hold a special place for me.”



## Responsibilities & Key Tasks for Minibus Driver

### Main job purpose:

This position is for a before and after school minibus driver. The candidate will be required to drive our 16-seater minibus to collect students from various local points in and around Salisbury in the morning and drop them back off in the afternoon.

### Main responsibilities:

- To drive or escort children/pupils, providing personal and physical assistance as required during the course of journeys.
- To appropriately supervise pupils during boarding/alighting from vehicles and during the course of the journey so as to ensure safety and security during the course of all journeys.
- To undertake general driving duties associated with other school activities, i.e. deliveries, collections etc.
- To attend to the routine maintenance of the allocated vehicle (i.e. oil, water, fuel etc.).
- To undertake routine checks and cleaning of the allocated vehicle ensure its suitability for driving prior to all journeys.
- To report any mechanical concerns/defects/breakdown etc to the Head Teacher/appropriate manager and assist in arrangements for repairs.
- To instruct and examine school /external staff on the use of the school minibus as Authorised Assessor.
- To contribute to the discharge of the school's health and safety responsibilities with regard to carrying out Risk Assessments.
- To work within applicable rules, regulations, legislation, and procedures in using the vehicle and planning routes.
- To make decisions regarding driving/parking route changes, whether to approve a driver for the minibus, and to recommend action to be taken as a result of risk assessments.
- To take shared responsibility for the vehicle as provided by the establishment.

Clean/full driving licence required. Candidate will be required to undertake various safeguarding and first aid courses.

**We are committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors.

“Before I came to St Joseph’s I was very close to giving up on teaching as I had many knock backs in my first school... but it turns out I just hadn’t found the right school. I will be forever grateful for the support I received on a professional level, but also on a personal

“You really have been a wonderful lot to work with. You are so patient and kind which really makes a difference. I will miss the banter over the phone and in the corridors which has made it a joy coming to work. You are all part of an amazing team and the students at this school are very lucky to have you.”



## Person Specification for Minibus Driver

Criteria	Essential	Desirable	Identified By
<b>Qualifications</b>			
Full and clean driving licence	✓		Application Form
5 GCSE passes including English and maths		✓	Application Form
<b>Experience</b>			
Experience of working with young people		✓	Application Form
Previous experience working with school transport		✓	Application Form
<b>Knowledge &amp; Skills</b>			
Good communication and team working skills	✓		Application Form
Ability to work under pressure and to tight timescales	✓		Interview
Routine vehicle maintenance skills	✓		Interview
Good interpersonal skills	✓		Interview
Knowledge of risk assessment procedures	✓		Interview
<b>Commitments</b>			
Sympathetic to Catholic values	✓		Interview
<b>Personal Qualities</b>			
Professional and positive working relationships with staff and pupils	✓		Interview
Energy and ambition	✓		Interview
Good organisation	✓		Interview



# About St Joseph's Catholic School

*“Excellence for the sake of the Gospel”*

St Joseph's is a co-educational, 11-16 Catholic voluntary-aided school in the diocese of Clifton and the county of Wiltshire. Our aim is to provide a caring educational environment where each person is valued and is given the dignity due to a child of God.

## Our School Ethos

**St Joseph's Catholic School is a small 11-16 school located in the beautiful city of Salisbury, Wiltshire. It is a vibrant, exciting, and caring school where our Catholic ethos is at the heart of everything we do.**

Our values and ethos permeate everyday life as a community, each child and every adult are treated with the utmost dignity and respect. Consequently, pupils leave us as well-rounded individuals and staff turnover is exceptionally low.

Our school is committed to be a centre of excellence for all faiths and abilities, and we are very proud of our successes and our outstanding reputation within the local community.

## Overview of the School

**Our school encourages and guides each of its pupils to develop their own unique gifts and talents.**

By providing a broad range of learning experiences and a supportive and nurturing environment, our pupils enter the world as confident, rounded individuals, with high expectations of themselves and the self-belief, skills, and attributes to achieve their true potential.

Everyone in school is here for a purpose, to learn each day, and to widen their knowledge, experience, and imaginative understanding.

At both Key Stage 3 and 4, opportunities within the curriculum enable pupils to enjoy, achieve, and grow in their learning. Pupils follow a curriculum that is appropriate to their needs, provides challenge and enables them to achieve.

There is a positive atmosphere for learning in lessons at St Joseph's, as teachers and subject leaders are constantly finding innovative and engaging learning experiences for pupils.





## Academic Success

**Over the past five years, St Joseph's Catholic School has exceeded challenging targets, securely placing us, yet again, as one of the best schools in the country and in Salisbury for the progress of pupils.**

We have received local and national recognition for our GCSE results which places our school as one of the top-performing smaller educational establishments in the country.



## Staff Welfare & Career Professional Learning

**As a school that values Career Professional Learning for all our staff, we have an extensive range of courses and opportunities on offer which enables our staff to flourish.**

We offer a suite of NPQ national qualifications to all those staff who show leadership potential and wish to move into Senior Leadership in the coming years.

Recently, we have supported four staff to become qualified teachers via SUPA Salisbury and the Assessment Only route.



## Safeguarding & Child Protection

**The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The school will conduct online searches through Google for all shortlisted applicants. All new staff must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.**

The school has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our Child Protection policies.





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Thank you for your interest –  
we look forward to hearing  
from you soon.

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St Joseph's Catholic School  
Church Road

