



# ARNOLD LODGE

4 - 18 yrs Co-educational Independent Day School



## Minibus Driver

Recruitment Pack

March 2017



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## An Introduction to Arnold Lodge

Located in the heart of Royal Leamington Spa, Arnold Lodge is a 4-18 Independent School in Warwickshire, which delivers a bespoke learning experience to unlock the talents and potential of each and every child that comes through our doors. We believe that every child deserves the right to succeed in education whether they are aspiring for A\* grades or pushing to do the best they can. We deliver an outstanding education for the pupils in our care whether this is providing the highest levels of pastoral support or the quality of our GCSE results year-on-year.

It is our aim to ensure that every pupil feels safe, happy and confident in school. Alongside this, we set out to value every pupil for their strengths (and through our pastoral sessions help our pupils to know their own strengths) and support each pupil to make the most progress they can academically and socially. This will look different from pupil to pupil but the bottom line is the same; each child will fulfil their own potential, whatever that may be.

Arnold Lodge is a wonderful place to work. The school's community atmosphere and family values mean that it truly is an enjoyable environment in which to work.

## Arnold Lodge's Core Ethos

1. Every child in school should feel happy, safe and confident.
2. Every child should know their strengths (whatever they may be) and be valued for those strengths.
3. Every child should make the most academic and pastoral progress they can in a supportive and positive environment.

At Arnold Lodge, we believe that every child deserves access to an outstanding education. We believe that children are worth more than an entrance examination and it is for this reason we are an academically non-selective school. Some children will achieve a full set of A\* and they will do so in an environment where they are valued for more than their hard work and intelligence. For a different child, attaining a D grade in English might be a huge achievement and this achievement, the strengths of that child, should be valued just the same. Academic study at Arnold Lodge is not about percentages and statistics: it's about the individual pupil and helping them to attain the very highest they can.

School is about so much more than classroom teaching, of course. Our non-selective approach continues in music and sport where pupils are encouraged to take part, gain experiences and to enjoy being active, creative and on the stage. Some of our pupils are outstanding artists or musicians and these skills are valued highly at Arnold Lodge.



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## Minibus Driver

**Salary I.R.O £9,000 per annum**

**Interviews:** Immediate on application

**Job Start:** 1<sup>st</sup> September 2017

**The Post:** This is a real opportunity to make a difference in an outstanding 4-18 Independent School. Located in the heart of Royal Leamington Spa, Warwickshire, we deliver a bespoke learning experience to unlock the talents and potential of each and every child that comes through our doors. As Arnold Lodge enters a period of growth, we are looking for an experienced minibus driver to support the transportation of pupils to and from the school.

If you'd like to know more before applying please contact us via [reception@arnoldlodge.com](mailto:reception@arnoldlodge.com) / 01926 778050 or visit [www.arnoldlodge.com](http://www.arnoldlodge.com) for the full information pack, application form and the job specification.

Arnold Lodge is committed to safeguarding our children. The successful candidate will be required to provide an Enhanced Disclosure from the DBS and a disqualification by association disclaimer before any appointment is confirmed.

**Applications:** Applications should be addressed to the Business Manager, Mrs S Dhadha. Applications by email are acceptable. Please send these to [reception@arnoldlodge.com](mailto:reception@arnoldlodge.com) addressed for the attention of Mrs S Dhadha. All applications must contain the following:

- A fully completed application form (found on the school website – [www.arnoldlodge.com](http://www.arnoldlodge.com) – under 'general information').
- A fully completed Recruitment Monitoring Form
- A letter of application of no more than two sides of A4 in size 12 font
- The names and contact details of two referees, both of whom should have known the applicant in a professional capacity.

Though Applicants may also provide a curriculum vitae **in addition** to the elements outlined above, they are not required to do so.

*We reserve the right to withdraw this advertisement at any time depending on application volumes, therefore an early submission of application is encouraged.*



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## Job Description – School Minibus Driver

Job Title	School Minibus Driver
Summary of the Role	To provide a minibus service for pupils
Line Manager	Site Manager
Liaising with	Teaching and Support Staff, Parents and Pupils
Key responsibilities	<ul style="list-style-type: none"><li>• To provide a safe minibus service for pupils of Arnold Lodge School</li><li>• To ensure that specific routes are followed as requested</li><li>• To ensure the school transport provided is maintained</li></ul>
Specific Duties	<ul style="list-style-type: none"><li>• Responsible for following planned routes for the collection of pupils in the morning and afternoon at agreed times at the agreed pick up and drop off locations</li><li>• Ensure any issues with school transport is reported to line manager in a timely manner</li><li>• Maintain the cleanliness of the minibus at all times</li><li>• Report any pupil late arrivals (morning or afternoon) to appropriate member of staff</li></ul>
Additional Duties	<ul style="list-style-type: none"><li>• Transport pupils to special events as required</li><li>• To perform any responsibilities associated with being a member of the school's staff, as reasonably directed by the Business Manager or Head of School</li></ul>

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be defined. All staff are expected to comply with any reasonable request from a senior leader to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with the postholder.



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## Person Specification – Minibus Driver

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Full clean UK driving licence with category D1</li> </ul>	<ul style="list-style-type: none"> <li>• DBS checked (although this will be carried out on appointment by the school)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of transporting children</li> <li>• Working in a customer facing environment</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Organised, self-motivated and able to work independently</li> <li>• Excellent verbal and written communication skills</li> <li>• Diplomatic and able to work collaboratively with colleagues</li> <li>• To maintain confidentiality in all matters</li> </ul>	
<b>Personal</b>	<ul style="list-style-type: none"> <li>• A 'can do' and helpful attitude</li> <li>• Ability to work flexibility</li> <li>• Be prepared to support other wider school functions</li> <li>• Willingness to take on additional training</li> <li>• A professional manner</li> </ul>	<ul style="list-style-type: none"> <li>• Flexible with an excellent work ethic</li> <li>• A sense of humour and a positive attitude</li> </ul>



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## Conditions of Appointment

### **Hours of Appointment**

This is a permanent, part time position for 25 hours a week, Monday to Friday (6.30-9.00am and 4.00-7.00pm), term time only.

### **Notice Period**

During the probationary period, the period of notice will be one week on either party. The probationary period will run for 6 months. After this time, the notice period will be 3 months.

### **Holiday Entitlement**

There is no additional holiday entitlement due to this role being term time only.

### **Statutory Checks**

An offer of employment is conditional on the following:

- Sight of your passport and verification of Right to Work in the UK
- Sight of your UK driving licence confirming D1 classification
- Sight of two other forms of I.D. e.g. recent utility bill/bank statement showing home address (and dated within 3 months)
- Sight of the original of your marriage certificate (if applicable)
- Sight of the originals of your relevant qualifications
- A check of the Barred List/List 99 check
- A satisfactory enhanced DBS criminal record check
- Confirmation of medical fitness including completion of a Medical Questionnaire
- Check of employment history (including satisfactory explanations for any gaps)
- Check of references
- Overseas checks (where applicable)