



King's College

TAUNTON

Minibus Driver

Closing Date | Wednesday 29th November 2023





Welcome

Thank you for your interest in the role of Minibus Driver at King's.

King's College and King's College Prep are thriving, co-educational, independent boarding and day schools for children from 2 to 18 years. Located on two sites, both schools provide inspired teaching and superb facilities to create an environment in which young people achieve great things.

We are looking for a responsible driver to transport pupils to and from both schools, ensuring they arrive safely and on time.

We look forward to hearing from you and considering your application.

MICHAEL SLOAN
Headmaster



“ In their everyday lives around the school, our pupils show the confidence to succeed, and the determination to give their very best. ”

About the Schools

King's provides continuous day and boarding education for girls and boys aged 2 to 18 years. It comprises King's College Prep which has approximately 300 children from 2 to 13 and a senior school with approximately 450 pupils from 13 to 18.

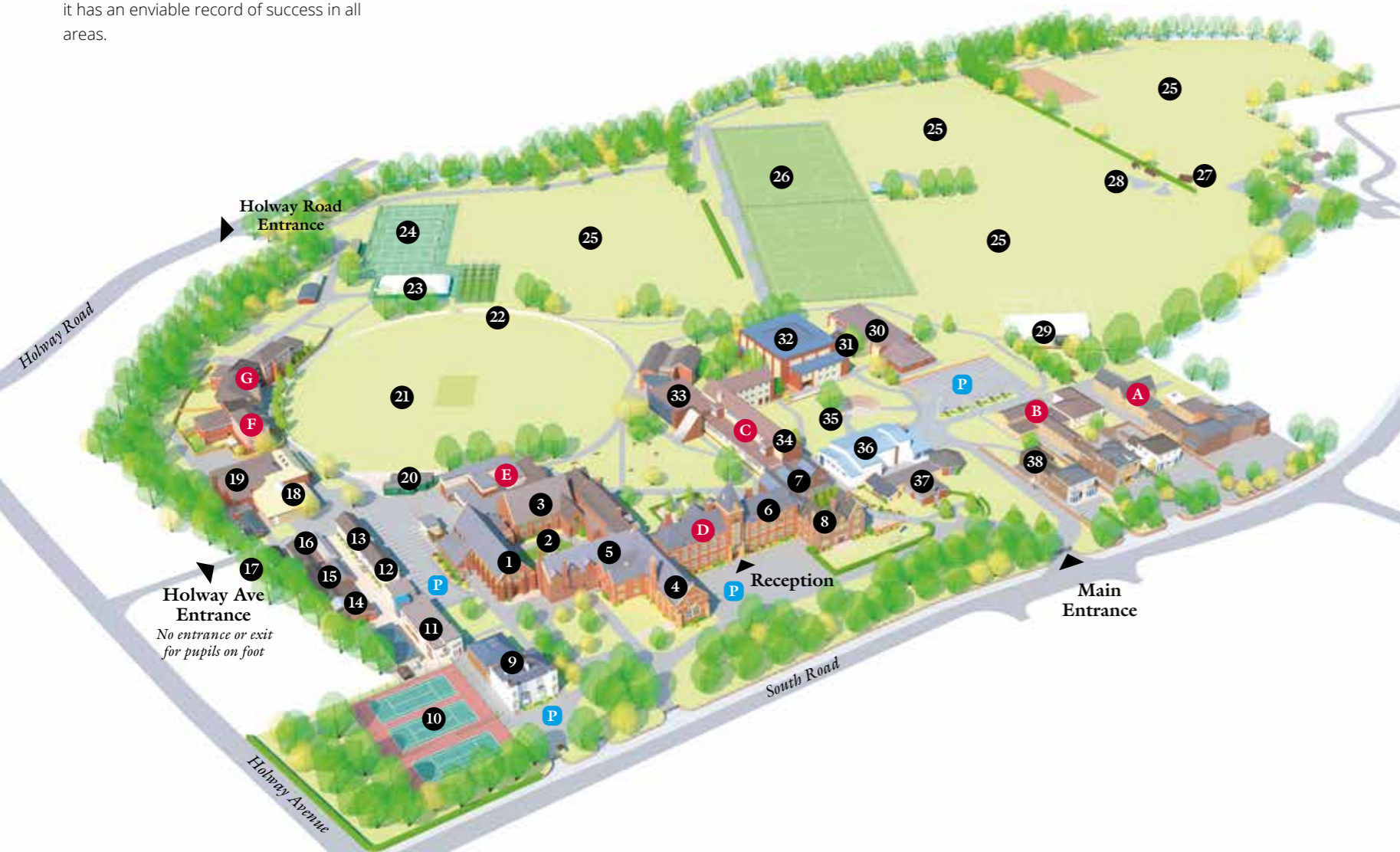
The schools are situated on separate sites in the south west of England and combine traditional values with state-of-the-art facilities. Both schools are run by one governing body, with many functions (marketing, strategy and finance for example) undertaken jointly.

King's College has a rich and welcoming family and community ethos. Just over 60% of the pupils board. For a relatively small school, it has an enviable record of success in all areas.

The school has regularly topped GCSE and A-level league tables for Somerset. A broad range of co-curricular activities is offered, and the school is renowned for its success in sport, music, performing arts, fine art, design technology and outdoor pursuits. In many of these activities our pupils have achieved success at national and even international levels.

Good discipline is encouraged in a firm and positive way within a supportive pastoral framework. King's College is strong on manners and social skills. Pupils go on to thrive at good universities and in their professional careers.

In short, King's is a purposeful, outward-looking, down-to-earth, highly successful school.



King's College

South Road, Taunton TA1 3LA

<p>Main School Building</p> <p>1 The Chapel</p> <p>2 The Quad</p> <p>3 Dining Hall</p> <p>4 Woodard Room</p> <p>5 Latin</p> <p>English</p> <p>Philosophy of Religious & Ethics</p> <p>Modern Foreign Languages - <i>upstairs</i></p> <p>6 Main School Corridor</p> <p>Headmaster's Office</p> <p>PA to the Headmaster's Office</p> <p>Examination Office</p> <p>Admissions Office</p> <p>Careers Office</p> <p>Maths</p> <p>7 Philip Richards Building</p> <p>Library - <i>upstairs</i></p> <p>IT Helpdesk</p> <p>Visitor toilets</p> <p>8 Headmaster's House</p> <p>9 Silvermead Studio and Arts House</p> <p>10 Briar Lee Tennis Courts</p> <p>11 Sixth Form Centre</p> <p>Head of Sixth Form Office</p> <p>Development Office</p> <p>12 School Uniform Shop</p> <p>13 Cookery School</p>	<p>14 Laundry</p> <p>15 Shooting Range</p> <p>16 CCF and Outdoor Pursuits</p> <p>Stores</p> <p>Chindits</p> <p>Army/Navy/Marines</p> <p>17 Finance Office</p> <p>18 Design Technology Centre</p> <p>19 Squash Courts</p> <p>20 First Team Cricket Pavillion</p> <p>21 First Team Cricket Pitch</p> <p>22 Buttler's Ramp</p> <p>23 Tennis and Netball Dome</p> <p>24 Tennis and Netball Courts</p> <p>25 Sports pitches (rugby/cricket/athletics/football)</p> <p>26 All-weather Hockey Pitch</p> <p>27 Cricket Pavillion</p> <p>28 Athletics Cabin</p> <p>29 Sports Performance & Cricket Centre</p> <p>30 Swimming Pool</p> <p>31 Changing Cabins</p> <p>32 Sports Hall</p> <p>Climbing Wall</p> <p>Gym</p> <p>PE Classrooms</p>	<p>33 Science Centre</p> <p>Biology</p> <p>Chemistry</p> <p>Physics</p> <p>History</p> <p>34 Geography Centre</p> <p>35 The Amphitheatre</p> <p>36 The Theatre</p> <p>Black Box</p> <p>Auditorium</p> <p>37 Music School</p> <p>The Octagon</p> <p>Music Technology</p> <p>Practice Rooms</p> <p>38 Medical Centre</p> <hr/> <p>A Bishop Fox House</p> <p><i>Boys</i></p> <p>B Carpenter House</p> <p><i>Girls</i></p> <p>C Meynell House</p> <p><i>Girls</i></p> <p>D King Alfred House</p> <p><i>Boys</i></p> <p>E Taylor House</p> <p><i>Girls</i></p> <p>F Woodard House</p> <p><i>Boys</i></p> <p>G Tuckwell House</p> <p><i>Boys</i></p>
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A Rural County of Rolling Hills

Taunton is surrounded by natural beauty, with the Blackdowns, Mendips and Quantock Hills on the doorstep, plus Exmoor National Park, the Somerset Levels and Dartmoor are a short drive away.

Somerset is renowned for its cheddar cheese and cider. A wealth of apple orchards once made Somerset the cider capital of the UK, whilst the Cheddar Gorge caves are still used to mature cheese today.

Taunton is the county town of Somerset, in the South West of England. It is a busy market town located between junction 25 and 26 on the M5.

A growing commercial and residential centre, Taunton has a splendid small theatre, the County Cricket Ground, a successful rugby club, a delightful museum, the usual shopping outlets and restaurants, and a regular farmers' market.

If you love the great outdoors, you can be on the beach in 40 minutes and the Quantocks are just 15 minutes away. For those who prefer city lights, the fast West Country train service reaches Paddington in under two hours. By car, Exeter is 25 minutes south, Bristol 35 minutes north and you can reach Bath in about an hour.



The Role

Post Minibus Driver

Hours of work Approximately 24 hours per week term-time only (33 weeks)
Monday to Friday 6.00am to 8.30am and 5.30pm to 7.30pm
Saturday mornings 6.00am to 8.00am
Extra work is occasionally available during holiday periods plus ad hoc trips to airports at the end and start of each term.

Job function Duties will include transporting King's College Prep and King's College children using the school's minibuses.

Duties and Responsibilities

- Full responsibility for the safety of pupils on board the bus, in accordance with advice for transporting children.
- Ensuring all pupils arrive at school safely and on time.
- Through the Health & Safety Officer/Transport Manager, responsible for ensuring the school minibus is properly maintained, is mechanically safe and properly fuelled at all times.
- Responsible for picking up and dropping off pupils at the correct and designated stopping places on route from and to the designated destination.
- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

Health and Safety

- Maintain a high standard of personal hygiene and appearance. Uniform where provided is to be worn in full.
- Carry out all duties to hygiene recognized standards.
- Actively check equipment and report all hazards and faults or that which has the potential to cause hazard or become faulty.
- Follow all the school policies and procedures as determined by the board of governors and senior management team and current staff handbook.
- Undertake any relevant training required by the schools.
- Take reasonable care for the health and safety of yourself and colleagues, and to co-operate with the school in ensuring that health and safety responsibilities are carried out.
- Comply with the requirements of the Health and Safety at Work Act Regulations 1974.

General

- Undertake any other duties as required by your manager in order to meet the changing needs and demands of the schools.
- Conduct yourself with professionalism, tact and diplomacy at all times as a representative of King's.

Training

- Attend training courses and coaching in or out of house as appropriate for your position and your personal development.
- Attend staff meetings as is required to facilitate effective communication.
- This job description is subject to review in line with the developing needs of the School. You must be willing to adapt to meet requirements.

Person Specification

	Essential Criteria	Desirable Criteria
Qualifications	Full clean driving licence	Attended a one day minibus awareness course
	D1 category on driving licence	D1E category on driving licence
Skills and experience	Reliable, confident and careful driver	Proven minibus experience
	Be prepared to work flexible hours including early mornings or evenings	First aid knowledge
	Ability to stay calm in an emergency, for example if there is an accident, breakdown or problem with a pupil	
	Experience working in an administrative role	
	Good communication skills	
	Up-to-date with highway code regulations	
Personal qualities & abilities	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	
	Emotional resilience in working with challenging behaviours	
	Positive attitude to use of authority and maintaining discipline	
	Team worker (part of minibus team)	
	Self motivated	
	Committed to providing an efficient and reliable bus service	

The qualities and experience outlined in the person specification will be assessed by the following methods:

- Sight of original qualifications
- King's College application form
- Interview
- References from current employer and other chosen professionals

Appointment Process



Candidates are expected to have read the enclosed appointment policy and agreed to the terms within.

King's College has its own pay scale and there are discounts at both King's College Prep and King's College for staff children.

Please apply by completing the appropriate King's College application form (we are unable to accept CVs without our application form).

Please write a brief letter of application, addressed to the HR Manager and send by email or post to:

Mr Craig Sweet/Mrs Sarah Matthews
c/o HR Department
King's College, Taunton, Somerset TA1 3LA

CSweet@kings-taunton.co.uk
SLMatthews@kings-taunton.co.uk
01823 328105/328231

The closing date for applications is Wednesday 29th November.





King's College

TAUNTON

South Road, Taunton, Somerset TA1 3LA
01823 328200 | reception@kings-taunton.co.uk

www.kings-taunton.co.uk