



ST. EDWARD'S  
OXFORD

**SCHOOL DRIVER(S) - CASUAL**  
TO BEGIN WORK AS SOON AS POSSIBLE

**A message from the Warden**

Thank you for your interest in working at St. Edward's.

This is an important moment in the School's development. The recent opening of outstanding new academic and performance facilities at the heart of the campus is accelerating the momentum evident over the last few years in all areas of school life – in academic results, in the development of the curriculum, in co-education, and in admissions.

For all its recent success, however, St Edward's remains a refreshingly different kind of school. Our deliberate emphasis on selecting young people broadly and inclusively on their attitude and their ambition rather than narrowly and exclusively on test results makes for a community rich, diverse and rewarding in its interests and enthusiasms.

Academic work is unquestionably the most important part of our pupils' education, but at St Edward's there is much more to school life. Talented scholars, musicians, sportswomen and men, performers, dancers, humanitarians, adventurers, entrepreneurs, filmmakers and artists – among many others – live and work together, inspire each other, and become lifelong friends.

St Edward's is forward-looking and progressive. It is one of the few UK schools to offer both A Level and the IB Diploma in the Sixth Form, and our academic programme was further enhanced in 2020 with the launch of pioneering new courses for the middle school years. These externally accredited new courses, Pathways and Perspectives, complement a core programme of GCSEs, more fully to develop pupils' skills of research, collaboration and communication. The introduction of co-educational boarding in the Sixth Form is the most recent of the many innovations in the last few years on the pastoral side of the School.

*Beyond Teddies*, the partnership programme in which we work with other schools and charities, ensures that pupils engage with the community beyond the School and learn to play a meaningful part in the life of the city.

It is an exciting time to be joining St Edward's. As you learn more about the School, I hope that you will share that sense of excitement and want to be part of the next chapter in its history.

**About the School**

Founded in 1863, St Edward's is an independent, co-educational boarding and day school for pupils aged 13 to 18 (Year 9 to Year 13). There are presently 735 pupils, of whom 85% are boarders.

There are 13 boarding Houses of around 60 pupils in Years 9-13 – five for girls, five for boys and three co-residential Houses (boys from Year 9 to Year 11, and boys and girls in the Sixth Form). The school week includes lessons on Saturday mornings, apart from leave weekends and exeats (half-term holidays), which typically occur every three weeks.

The boarding and day arrangements offer flexibility for families. Boarding pupils may choose full or weekly boarding, with weekly boarding at St Edward's giving pupils the option of going home on Saturdays after sport and other commitments. The lively and varied weekend programme, however, means that a significant proportion of the boarding community stays in the School on Saturday nights. Day pupils may leave at 6:30pm or 9:00pm on weekdays, with most opting for the latter so that they can join in the evening programme and enjoy leisure time with their friends.

Pupils take part in a wide range of sports and other activities in the afternoons and at weekends. St Edward's has a national reputation for sport: both boys' and girls' teams have been county and regional champions in a variety of sports and at all ages.

The arts are particularly strong at St Edward's. The North Wall Arts Centre, on school grounds, houses a professional theatre and gallery, and runs a critically acclaimed public programme. Alongside the public facilities, the Arts Centre houses the School's impressive Drama and Dance Departments, and the Gallery is shared with our art and design pupils. All pupils benefit from having access to this creative powerhouse, and it is particularly valuable for those wishing to develop careers in the creative industries.

### **About the Estates Department**

The Estates Department is responsible for the management of the School's estate and its ongoing development to create a first-class learning environment and for associated operations such as grounds, maintenance and security.

### **About the Role**

The School provides pupils with a wide range of activities outside of the classroom and as a result there is a requirement to transport pupils regularly to a variety of events at different venues, for example other schools for sporting fixtures, trips to the theatre etc. The School has a contract with a transport firm for the provision of coaches and also has a number of its own minibuses that teachers and other staff can use to transport pupils. On occasion there is a requirement for additional drivers to assist with these arrangements and we are seeking casual minibus drivers to work when the need arises. There are no fixed hours pertaining to the job and drivers will be asked to work when there is a need to cover excessively busy times.

As part of the interview process for this role, candidates will have their driving skills assessed by a qualified Drivers Risk Assessor. This is not a driving test, does not affect your licence and the results are not published. Candidate(s) will need to be able to demonstrate standard Safe and Legal Driving skills as well as vehicle familiarisation, and instruction will be permitted before the Risk Assessment begins. This process will be marked as follows:

- High Risk = Unlikely to be employed
- Medium Risk = May be employed but extra training added
- Low Risk = Will be employed.

This will take place in a 9 or 17-seater minibus subject to the licence and experience held by the applicant.

The successful applicant(s) must comply with the School's driving policies (copies available upon request).

This role reports to the Transport Manager.

## **Main Responsibilities**

- To undertake the safe transportation of passengers and/or equipment to various locations using a School minibus
- To ensure vehicle checks are carried out before and after each journey and reporting any defects to the Logistics Supervisor
- To maintain records of each journey undertaken
- To re-fuel and clean vehicles as requested
- To be available at short notice and to occasionally work unsociable hours
- To ensure compliance with Health and Safety regulation and codes of practice
- With appropriate precautions, risk assessments, and in accordance with Government guidance you may be required to transport pupils to the School who have returned from Covid 'red list' countries

(This is not an exhaustive list of duties and the post holder should expect variances in job content to help achieve the efficient running of the School's facilities).

## **Start date**

We would like the successful candidate(s) to start work as soon as possible.

## **Duration of contract**

This is fixed-term appointment in the first instance and the role will be reviewed during the 2021/22 academic year.

## **Salary**

The basic rate of pay is £10.15 per hour. Salaries are reviewed annually with effect from 1<sup>st</sup> September and the rate quoted is likely to increase with effect from 1<sup>st</sup> September 2021.

## **Hours of work**

This is a casual part-time position working in School terms only. There are no fixed hours and times of work will be agreed with you as far in advance as possible, although sometimes there may be a requirement to work at short notice.

You will be therefore requested to work when the need arises and St Edward's has no obligation to provide you with work on a regular basis. If St Edward's does offer you work, you are under no obligation to accept it.

## **Holiday**

You will receive holiday pay at the end of this contract, based on the number of hours worked. Your entitlement to holiday pay will be based on the statutory minimum of 5.6 weeks per annum.

## **Pension**

The role is eligible for membership of the School's pension scheme for support staff.

## **Probationary period**

The appointment is subject to a probationary period of three months.

## **Sickness benefit**

There is no entitlement to sick pay, other than Statutory Sick Pay, which will be paid if the qualifying conditions are met.

### Miscellaneous non-contractual benefits

- Free meals are available during times when the School's kitchens are in operation provided that you are engaged in work, on the School premises before and after each meal. You will not be paid for time spent at school meals.
- Car parking is available on-site.
- The School provides an employee assistance programme (EAP) which gives access to a comprehensive website and a dedicated helpline offering information, support and counselling around the clock. The EAP is completely confidential and the provider is independent of the School.

### Termination of Employment

The minimum period of notice required to be given by either the post holder of the School is one month, or a period of notice terminating on 2<sup>nd</sup> July 2022, which is shorter.

### About the Candidate

Person Specification Characteristics	
A full clean driving licence (Cat B)	Essential
A full clean driving licence (Cat D1 or above)	Desirable
Experience and qualification to drive a minibus	Desirable
At least 2 years of similar driving experience	Essential
Experience of working with pupils or young people	Desirable
Approval from the School's insurance company regarding vehicle insurance	Essential
Good verbal and written communication skills	Essential
Good interpersonal skills and the ability to build effective working relationships with pupils, teachers and other members of staff	Essential
Ability to effectively manage time and workload	Essential
A willingness to work flexibly to manage the demands of the role	Essential
Able to work well as part of a team but also to work autonomously when required and to manage own workload	Essential
Committed to safeguarding children and young people	Essential
A willingness to work with the School's Child Protection guidance for staff and follow relevant procedures	Essential

### Confidentiality and Data Protection

In the course of their employment, staff may have access to confidential information relating to pupils, their families and other members of staff and are required to exercise due consideration in the way such information is used. Staff should not act in any way which might be prejudicial to the School's interests. Information which may be included in this category covers both the general business of the School and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times and staff must not use data held by the School for personal use or disclose such data to a third person/party without appropriate authorisation. All staff must take personal responsibility to help ensure compliance with the requirements of the General Data Protection Regulation (GDPR) and the School's Privacy Notice for Staff.

### Child Protection at St Edward's

St Edward's is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies

and procedures for child protection and security. It is a requirement of the Children Act and Care Standards Regulations that all employees of the School must receive enhanced clearance for the DBS.

### **Health and safety**

The School is obliged, so far as is reasonably practicable to provide safe and healthy conditions and safe systems of work for all employees which prevent risk to health, safety and welfare. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others. Employees must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions.

### **About the Selection Process**

Those candidates whose applications we are pursuing will be contacted shortly after the closing date and invited to interview. At this stage we will take up references unless the candidate explicitly asks us not to contact a referee at this stage.

If we receive a large number of high-quality applications, we may conduct preliminary telephone interviews in advance of a formal interview at the School. The formal interview will involve meetings with various colleagues and will seek to assess how well the candidate meets the requirements of the post, and will include an assessment of the candidate's suitability to work with children.

Candidates will be asked to bring with them to interview any certificates relating to qualifications mentioned on the application form and identity and proof of address documents. Any discrepancies or anomalies in the application form will be taken up at interview. As part of the verification process, a candidate's present and past employers may be contacted, whether or not their name is given as a referee.

Please note that your employment is subject to the Schools' insurance company approving you as a driver for the school.

At interview, applicants will be asked to declare any driving history offences and convictions or accidents that have occurred within the last 5 years. Applicants will need to sign a drivers license declaration which will allow an external agency to frequently check their driving license.

If you would like further information about this post, please contact the HR Department, preferably by email: [recruitment@stedwardsoxford.org](mailto:recruitment@stedwardsoxford.org).

Application forms can be found on the School website: [www.stedwardsoxford.org](http://www.stedwardsoxford.org). Completed forms should be emailed to [recruitment@stedwardsoxford.org](mailto:recruitment@stedwardsoxford.org) or posted to Recruitment, St Edward's School, Woodstock Road, Oxford OX2 7NN.