



**North East  
Learning Trust**

**Part time Minibus Driver**  
**The Academy at Shotton Hall**  
Applicant information pack

# **Part time Mini Bus Driver**

## **Required asap**

**Salary Grade 2 point 4 – 6 £9.81 - £10.21 per hour**

**15 hours per week minimum**

**Term Time Only Monday to Friday**

The Academy at Shotton Hall is a part of the North East Learning Trust and are seeking to appoint a MiniBus Driver to join our dedicated team.

The Academy at Shotton Hall truly is a unique place to learn, with a warm and happy atmosphere with high expectations and a clear focus on achievement. Our students consistently reach the highest standards and year-on-year we are placed amongst the top performing schools in County Durham with students exceeding their targets.

Our vision, along with all schools in the Trust, is that every child experiences excellence every day.

### **We are committed to:**

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued
- A supportive and effective governing body

### **We can offer:**

- National Terms and Conditions of Employment (NJC Green Book)
- Local Government Pension Scheme
- Employee Assistance Programme providing free confidential advice and counselling service 24/7 365 days per year
- Midas Training

### **The successful candidate will:**

- Hold a Current clean and valid driving licence with D1 entitlement.
- Be age 25+ for insurance purposes

### **Deadline:**

Closing date: 27<sup>th</sup> June 2022

Interviews to be confirmed.

### **How to apply:**

Application packs can be downloaded from our website or by contacting Debra Livingston on 07739678353 or 0191 5180222.

Letters of application should be no more than two sides of A4 and should be returned with application forms to [Debra.Livingston@shottonhallacademy.co.uk](mailto:Debra.Livingston@shottonhallacademy.co.uk) or by post to Debra Livingston, Head of Administrative Services, The Academy at Shotton Hall, Passfield Way, Peterlee, Co. Durham. SR8 1AU Please do not submit a CV unless it is to compliment your application form.

# Job description

**Post title:** Minibus Driver  
**Responsible to:** Head Teacher  
**Salary Band:** SG2 Point 4 – 6 £9.81 to £10.21

**The successful candidate will:**

- Safely collect and transport children to and from school and if required from other events as directed.
- Undertake pre-journey checks on the vehicle and report and defects
- Be positive and welcoming towards children and their parents/carers
- Hold a current, clean and valid driving licence with D1 entitlement
- Be age 25+ for Insurance purposes
- Be MIDAS trained or willing to do training

## General

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

## Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

## Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

## Person specification

|                     | Essential                                                                                                                                                                                                              | Desirable                                                                                                                                                       |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Education/training  | <ul style="list-style-type: none"> <li>• Hold a current clean driving licence with D1 entitlement</li> <li>• Midas Qualification (or willingness to undertake)</li> <li>• Be age 25+ for Insurance Purposes</li> </ul> |                                                                                                                                                                 |
| Experience          |                                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>• Previous experience of Driving a Minibus although not essential</li> <li>• Aware of Health and Safety rules</li> </ul> |
| Aptitude and skills | <ul style="list-style-type: none"> <li>• Good Timekeeping</li> <li>• Proven ability to work flexibly</li> </ul>                                                                                                        |                                                                                                                                                                 |
| Personal qualities  | <ul style="list-style-type: none"> <li>• Positive and Welcoming towards children and their parents/carers</li> <li>• Resilient, tactful and diplomatic even when under pressure</li> </ul>                             |                                                                                                                                                                 |

### References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

### DBS:

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

### **Pre-occupational health:**

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

### **Equal opportunities:**

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.