

SALISBURY CATHEDRAL SCHOOL JOB DESCRIPTION

Salisbury Cathedral School is committed to safeguarding and promoting the welfare of all our children. All staff are trained in child protection and work within the staff code of conduct and whistle blowing policies. All candidates for posts will be asked to provide suitable references, undergo an enhanced DBS check and will be asked, at interview, questions about safeguarding children. The school may contact any of your previous employers.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Post	<p>Early Morning Minibus Driver - Monday to Friday mornings, 06:45-08:45 term time only (34 weeks a year)</p> <p>Occasional Minibus Driver - part time hours as and when required, subject to your availability</p>
Salary	<p>£4,392.85 - part time salary (gross) £11.83 PH, FTE - £23,162 - for the Early Morning Minibus Driver position</p> <p>Any additional hours worked for occasional driving should be claimed separately</p>
Line Manager	Estates Manager
Responsible to	The Head

Main duties and responsibilities:

- To provide a school transport service to children attending the school
- Responsible for the health and safety, comfort and welfare of pupils whilst being transported in the vehicle
- Reporting any vehicle defects, faults, incidents and accidents
- Ensuring the vehicle is in a clean and roadworthy condition before and after use
- Working within health and safety guidelines and other guidelines that may be issued from time-to-time
- Working within the constraints and guidelines as set out in the Minibus Drivers' Operating Instructions

All school staff are expected to:

- a. Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- b. Carry out the work of the School to the best of their ability, displaying initiative and enthusiasm and recognising that its status as preparatory and pre-prep, boarding and day school and also a choir school places additional demands and responsibilities on staff who choose to work here.
- c. Support colleagues and their work, building on all that is good and helping to re-shape what could be better.
- d. Do all they can, by the relationships that you build with pupils, staff, parents, and wider community, to promote the caring ethos of the School and reflect its Christian foundation.
- e. Support and contribute to the School's responsibility for safeguarding pupils.
- f. Work within the school's Health and Safety Policy to ensure a safe working environment for staff, pupils and visitors.
- g. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues.
- h. Engage actively in the performance review process.
- i. Adhere to policies as set out in the Staff Handbook.
- j. Undertake other reasonable duties related to the job purpose required from time to time.

General Requirements of Staff:

We expect all staff at Salisbury Cathedral School to be professional, responsible and nurturing. Staff are expected to work hard and to maintain the highest of professional standards. It is a busy environment and staff need to be able to cope under pressure, manage workload and organise their own time. Task management is a key skill and we expect staff to meet deadlines. All staff should be pro-boarding and are expected to encourage children to be positive, enthusiastic and eager to make the most of all opportunities at the School. All staff are expected to lead by example by displaying this attitude themselves. We have high expectations of our children and high expectations of our staff.

Salisbury Cathedral School is a Christian school with close links to Salisbury Cathedral. We foster effective communications and all staff are expected to be excellent communicators, ready to pass on any concerns through the School's management structure and happy to work within the School's set procedures and numerous policies (as outlined in the Staff Handbooks). Staff should share communications openly with management colleagues and ensure that confidential information remains confidential and within the School community. Staff need to be able to produce letters and notes of a high standard and are expected to use email and to be ICT-competent. We expect our staff to be well-organised and inspiring, flexible and interesting and to conduct all their dealings with children and colleagues in such a way as to foster mutual respect and kindness. All Staff are expected to maintain the highest standards of discipline. All Staff need to present themselves in an appropriately smart manner according to the dress code and their specific role.

It is important that all Staff maintain appropriate relationships with others and that they are able to reassure and support parents too.

Communication must be sensitive and professional, avoiding any private relationships with pupils and taking special care over Facebook and similar communication channels. All Staff are expected to promote and support Salisbury Cathedral School both within and outside school, avoiding being drawn into potentially harmful gossip and ensuring that they speak positively about Salisbury Cathedral School. Staff should be vocational workers who find their work enjoyable and fulfilling. All Staff will find the School a supportive and caring environment. All areas affecting working at Salisbury Cathedral School are set out in the Staff Handbooks. All Staff are expected to be fully conversant with its contents and refer any concerns to their Head of Department, Deputy Head or Head.

Person Specification:

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Qualifications

- Must hold a current, clean and valid driving licence which ideally includes either D1 or a PCV licence although this is not essential

Skills

- An ability to communicate with a range of people
- Ability to work on own initiative and as part of a team
- Reliable and trustworthy
- Flexible approach to working arrangements
- Sensitivity to user needs

Experience

- Good geographical knowledge of the local area.
- Previous experience of driving a minibus or similar sized vehicles would be advantageous.

Personal competencies and qualities

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Positive attitude to use of authority and maintaining discipline