



St Mary's School
CAMBRIDGE

Minibus Driver
Term time only

St Mary's School
Bateman Street
Cambridge
CB2 1LY

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stmaryscambridge.co.uk

St Mary's School, Cambridge

St Mary's School, Cambridge is an independent day and boarding school for girls aged 4 to 18.

Situated in the heart of the academically and culturally vibrant city of Cambridge, the School offers a safe and secure learning environment for girls. A Christian school in the Catholic tradition and founded on the principles of Mary Ward, we have a unique approach to education and an atmosphere which fosters a love of life and learning, while growing the academic talents and spiritual wellbeing of each individual girl, from within.

At St Mary's School, Cambridge, we don't offer a one-size-fits-all education; we provide renowned pastoral care, understanding and individual support that encourages girls to look beyond themselves, so that they enter adulthood aspiring to be more and to give more, not just to have more.

There are 170 girls in our Junior School and 450 girls in our Senior School. A fifth of the girls at the school are boarders. Reflecting the cosmopolitan community of Cambridge, 14% of students at the school are from overseas, from 34 countries. Building on our 400-year tradition, St Mary's School, Cambridge belongs to an active international network of over 200 Mary Ward schools worldwide, presenting many exciting and innovative opportunities for its students.

There has been major investment in new facilities at the school over the past five years: a new Junior School; a new Sixth Form Centre; new provision of Art & Photography; the creation of our Science Hub and this year our new boarding facility, Mary Ward House. Longer term major projects are for the investment in sport both regarding our playing fields and development of a boat house with one of the city rowing clubs.

Cambridge is an outstanding place to live and work. As a University centre, the city has the cultural advantages of a much larger settlement but with a population of just 128,000 it is a safe, clean and attractive location. The city with has an international reputation owing to its world ranking University with which the school has multiple and growing links. As the heart of Silicon Fen, the school benefits from the digital and enterprise communities in the various high-tech science parks and enterprise hubs. Addenbrookes is a key teaching hospital and again the school has excellent links. We are within easy travelling distance of London (50 minutes by train) and 30 minutes from Stansted Airport.

Above all, St Mary's School, Cambridge is a very happy place. We have an excellent local reputation for being very friendly and nurturing and yet ambitious for the young women in our care enabling strong progress to next steps at university, the world of work or a GAP year. The staff are exceptionally dedicated and a very close knit community and our girls are genuinely delightful.

St Mary's School Cambridge

Job Description

Job Title: Minibus Driver

Accountable to: The Operations Manger

Job Summary: To transport our students between our two school sites on Chaucer Road and Bateman Street to the Cambridge Park and Ride sites.

The post holders will drive a 16-passenger seat minibus, ensuring the safe transfer of pupils. If available, the driver may also be asked on an occasional basis to drive for sports fixtures or trips, in addition to the contracted hours.

Key Responsibilities:

- To drive the pupils and staff as required.
- To ensure the vehicles are kept clean inside and out, washing and vacuuming as required.
- To deliver packages between the school sites.
- To perform a regular visual inspection of the vehicle checking tyres, lights, water, oil and fuel.
- To carry out Health and Safety checks for the minibuses.
- To ensure any concerns or matters are reported to the Bursar immediately.
- Adhere to any School Health and Safety policies including those applicable for minibus drivers.
- Be fully committed to the ongoing success of St Mary's School, Cambridge.
- Undertake any other duties that may be reasonably requested of the post-holder by the Bursar.

PERSON SPECIFICATION

The successful applicant is likely to have the following skills, qualities and experience:

- For insurance purposes, applicants must be aged 25 years or older and have a current full UK Driving licence with a D1 category and a clean driving record. Applicants over the age of 70 will require additional insurance clearance. Good verbal communication and interpersonal skills.
- Ability to maintain pupil/staff confidentiality
- Establish and maintain effective working relationships with parents, staff, governors and pupils.
- Able to work independently and use initiative but with a degree of flexibility.
- A team player who can remain calm under pressure.
- Experience of working in a school or educational establishment is desirable.
- Be punctual, honest, reliable and professional setting a good example to pupils in your care.
- Undertake any training applicable for the role and have comply with an awareness of Child Protection procedures
- (Training will be given).

Terms and Conditions

Hours and salary: This post is part time, term time only (35 weeks per year). Working days are Monday - Friday and the successful candidates can opt to either work both morning and afternoons or morning/afternoon only. Morning shifts are 7am – 9.00am and afternoon shifts 3.30pm-5.30pm. The hourly rate is £12.42

Holidays: 4 weeks plus bank holidays. This is a term time only position and holidays cannot be taken during the school term, so instead the equivalent will be added to your salary. All staff if requested, should attend inset days.

Other benefits

Contributory pension scheme (available to opt in)

Fee remission of 33% for staff with a daughter at School. This is in accordance with the School's policy which may be subject to change

Cycle to work scheme

Child care voucher scheme

Applications

If you feel that you can meet these requirements, then please download an application from our website www.stmaryscambridge.co.uk/job-vacancies.htm
Complete and return to hr@stmaryscambridge.co.uk

Postal applications should be sent to:

Human Resources
St Mary's School
Bateman Street
Cambridge
CB2 1LY

If you would like an application pack to be sent out to you, please contact Mr Greg Ball -Operations Manager on 01223 224114

The closing date for applications is Monday 29 October 2018.

We are all members of one community and must therefore endeavour, at all times, to maintain positive working relationships with all colleagues, treating others with the same level of professionalism, respect and politeness that we would wish for ourselves. In addition, you are required to work in pursuit of our core aim, which is to ensure every student's aspirations, capabilities, interests and talents are recognised, nurtured and celebrated. We pride ourselves on our academic standards, extra-curricular provision and

pastoral care. Your performance in this regard will be judged by your outcomes relating to work, attitudes and professional behaviours.

You are required not to undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.

The school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. The five outcomes of Every Child Matters Agenda are central to the way you carry out your responsibilities – these are developing students' awareness of:

- Be healthy
- Staying safe
- Enjoying and achieving
- Making a positive contribution
- Economic well-being

Child Welfare and Child Protection Issues

The interview for this post will include exploring issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships with children and young people.
- Emotional resilience in working with challenging behaviours.
- Attitudes to the use of authority and maintaining discipline.

Any relevant issues arising from the take up of references will be discussed at interview.

The school is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants are subject to an Enhanced Disclosure and Barring Check.