



# TUDOR HALL

Tudor Hall is an independent boarding and day school of approximately 300 girls, of whom 75% are full boarders. The school is situated in beautiful parkland surroundings approximately one mile outside Banbury. The 48 acre-estate comprises formal gardens, woodland, paddock, and sports pitches.

We employ 185 full and part time staff including a team of minibus drivers who deliver the morning and evening day pupil bus service to surrounding villages as well as other ad hoc driving tasks. These posts are term time only (33 working weeks a year).

The school is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosures & Barring Service.

## **MINIBUS DRIVER JOB DESCRIPTION**

### **Role:**

Responsible, under the direction of the Head of Facilities to provide a transport service for the collection and return of pupils at the beginning and end of the school day, Monday to Friday with the potential for occasional weekends and additional hours as required and agreed.

### **Responsibilities:**

- Provide a driving service on a set route term time only Monday to Friday to deliver pupils to school in the morning and collect them at the end of the school day; split shifts and single shifts considered
- Complete the vehicle log for all trips;
- Complete the routine maintenance checks on an allocated minibus and record these in the maintenance schedule;
- Clean and wash allocated vehicles as required;
- Drive in a safe manner complying with regulations and with recognised Health & Safety standards;
- Carry out additional driving tasks by agreement;
- Liaise with travel administrator;
- Perform other such duties as may be reasonably requested by the Bursar or Transport Administrator.

### **Qualifications:**

- Full UK driving licence with Category D1 entitlement;
- Successful completion of in-house driving assessments;
- Medically fit to drive a minibus.

All staff share responsibility for safeguarding and promoting the welfare of the children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and enhanced disclosure through the Disclosure and Barring Service and adhere to the School's Safeguarding Policy.

Tudor Hall is committed to providing a mutually respectful, safe and happy environment, where everyone can thrive and meet their full potential and where diversity is celebrated.

### **Terms & Conditions:**

<b>Core Hours:</b>	Minimum of 20 hours per week, breaks in accordance with current legislation.
<b>Salary:</b>	£12.21 per hour. Salary is paid monthly in arrears on the 28th of the month and salaries are reviewed annually on the 1st September each year.
<b>Holidays:</b>	Public and Bank Holidays occurring during school terms may be working days.
<b>Pension:</b>	All employees are auto enrolled into a pension scheme after three months' service. Details are provided on appointment.
<b>Retirement:</b>	The post currently has no normal retirement age but the School reserves the right to set a retirement age at any time in accordance with the applicable law from time to time.
<b>Sick Pay:</b>	<p>In the absence from duty owing to illness, salary will be paid for the following periods:</p> <ul style="list-style-type: none"><li>i. In the first 12 weeks of service – 7 days</li><li>ii. In the first year of service, after 12 weeks – 4 weeks</li><li>iii. After the first complete year of service – 8 weeks' full pay and a further discretionary 16 weeks' half pay in the case of serious injury or illness</li></ul>
<b>Notice:</b>	<p>Not less than 4 weeks' written notice by the employee.</p> <p>By the School giving you written notice of termination of employment as follows: during the first 4 years of continuous employment not less than 4 weeks' notice; during the fifth to twelfth years of continuous employment not less than 1 week's notice for each complete year of continuous service; after 12 years of continuous employment not less than 12 weeks' notice.</p>
<b>Benefits:</b>	Subsidised meals when available; 40% day fee pupil discount at Tudor Hall, Pro-rata for part-time staff.
<b>Start Date:</b>	immediate start available.

### **How to apply:**

Please send a covering letter addressed Mrs Nicole Hamilton, HR Manager summarising your suitability for the post along with the completed application form to [recruitment@tudorhallschool.com](mailto:recruitment@tudorhallschool.com). Applications will be assessed in order of receipt.