



# Application Pack

for the position of  
Minibus Driver (Term Time only, Mornings only)

Start date: As soon as possible



## About St George's

St George's is a thriving independent boarding and day school of 270 girls aged 11-18, around 45% of whom are boarders (full, weekly and flexi), and with a Sixth Form of approximately 80 pupils. St George's offers an ambitious, connected and future-facing education tailored for pupils to realise their potential both at school and in fulfilling adult lives ahead.

Awarded 'excellent across the board' in its November 2022 ISI inspection, the school is a place where girls flourish academically, creatively, physically and morally, a place where risks can be taken, lessons are learnt and challenges are welcomed.

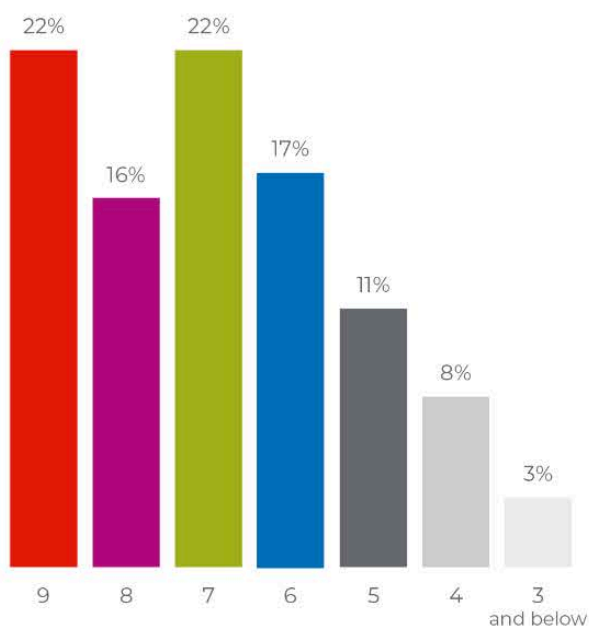
We are a welcoming school with a warm sense of community. Visitors are impressed by our facilities within a beautiful setting and the ambition of our educational provision.

Our unique extended day and flexible boarding model allows all girls the time and space to foster confidence, independence and academic curiosity providing a future-facing education exclusively for girls in a world not yet designed for girls and introduces them to contemporary subjects and topics, through speakers, workshops, classes and visits.

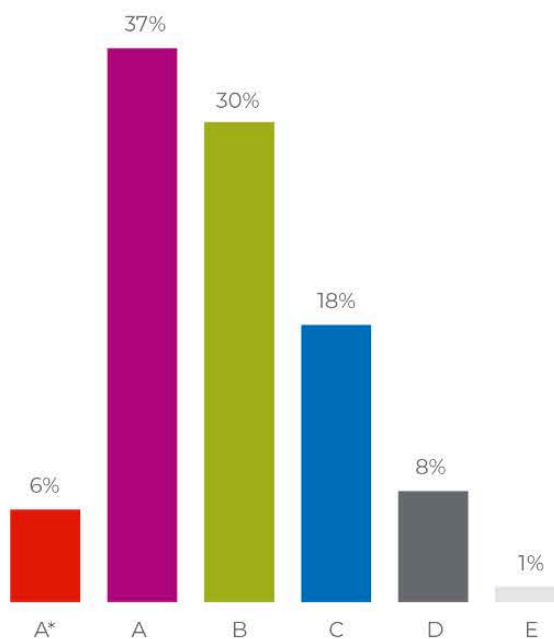


Our academic results are impressive, with the 'value-added' in public examinations a real strength. We understand how girls learn effectively and we regularly add at least one grade higher at GCSE and A Level than baseline testing would suggest. Our pupils achieved the following results in 2023:

## GCSE RESULTS 2023



## A LEVEL RESULTS 2023



N.B. Data correct at time of print but is subject to change.

**Over the past two years at GCSE, St George's has been placed in the top 5 to 10% of schools nationally for academic progress.**

St George's offers an education that is grounded, relevant and fosters employability. The school operates as an Educational Trust administered by a Board of Governors, is a member of the Girls' Schools Association (GSA), Boarding Schools Association (BSA), ISBA, AGBIS and is ISC accredited.





CONFIDENT | CAPABLE | CONNECTED



“

The girls are the biggest advocates for SGA  
– funny, bright, ambitious and honest.

”

MUDDY STILETTOS

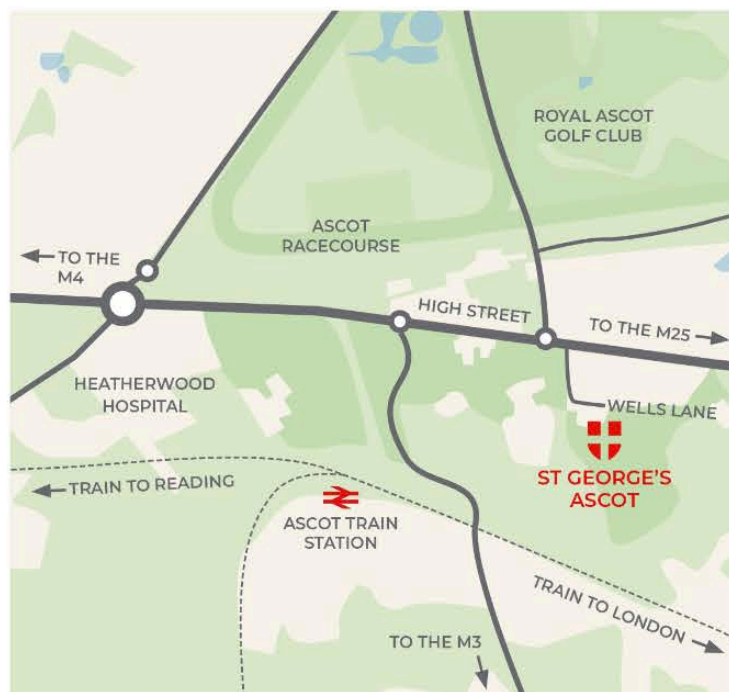


## Our Location

The School is approximately 25 miles west of central London, on a beautiful, leafy 30 acre site, within walking distance of Ascot High Street.

We are close to Windsor and Bracknell and equidistant from the M3 and M4 motorways.

Ascot High Street can be reached on foot in five minutes while Ascot Railway Station is less than a mile away.

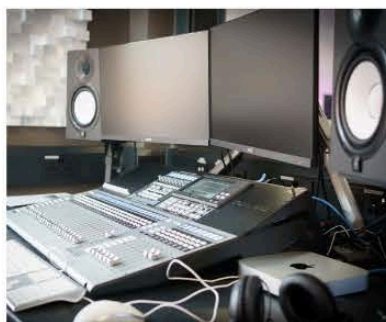


### All facilities are on site and include, amongst others

- 25m, 6-lane indoor swimming pool
- Separate drama studio
- Large sports hall
- Three lacrosse/football pitches
- Eight tennis courts
- Light airy classrooms
- Purpose-built library
- A fabulous dining room serving our delicious award-winning food
- Three cosy, family-style boarding houses - one of which is solely for use by the Upper Sixth giving all girls (boarding and day) the space to study for their A Levels
- State of the art 300-seat theatre
- Brand new dance studio
- Technogym fitness suite
- Sports pavilion
- Six floodlit netball courts
- Squash court
- Science centre
- Photographic, textiles and art studios
- New state of the art music technology suite and recording studio
- One fully equipped ICT suite and two additional ICT labs
- State of the art cookery and food technology room



“ St George's  
combines small-school  
cosiness with big-school  
facilities. ”  
TATLER





## Role and Responsibilities

St George's School operates a fleet of minibuses providing services to Richmond, West London and several home county locations. The responsibilities of the role are:

- To safely transport pupils to and from School, Monday to Friday, term time only;
- To undertake pre-journey checks on the vehicle and report any defects;
- To ensure that pupils are accounted for on each journey;
- To be aware and comply with the protocols and procedures in the event of an emergency/breakdown;
- To contribute to the risk assessment process in liaison with the line manager.

Required competencies to meet the insurance and licence requirements:

- Aged 21 or over to comply with insurance requirements;
- 'Clean' full driving licence;
- Minimum of two years driving experience;
- D1 qualified (Driving Licences awarded on or after 1 January 1997, will need D1 entitlement).







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“

A small, friendly girl's secondary boarding/day school in Berkshire, where kindness, confidence and ambition are celebrated.

”

MUDDY STILETTOS



## Person Specification

- To be able to communicate clearly and confidently with pupils and parents;
- To understand and comply with the statutory guidance regarding travel safety, together with relevant School policies in relation to the health and safety of pupils.
- To be reliable and punctual;
- To be flexible in responding to the needs of the School.





“ The school is an inclusive community in which those from different backgrounds get on extremely well together. ”

INDEPENDENT SCHOOLS  
INSPECTORATE





## Salary and Further Information

### Support Staff

- a. **Start date:** As soon as possible
- b. **Remuneration:** The illustrative pay rate is equivalent to £15.68 per hour, which includes 5.6 weeks of holiday pay. (Holiday pay is calculated at an average of weeks worked and is paid in August). The actual hourly rate is £13.99 per hour.
- c. **Pension:** The successful candidate will be auto-enrolled into the School's pension scheme if eligible.
- d. **Hours of work:** This is a term time only position; the normal hours of work will be:  
**Monday to Friday:** 05.30 am to 8.15am (approximately)  
Other duties may include ad hoc trips for School (possibly all day), service, maintenance and valeting for the fleet. The above hours are dependent on the route and the School requirements.
- e. **Notice Period:** There will be a probationary period of one year during which time the notice period will be one week. Thereafter, the notice period required by either side to terminate your employment will be six weeks.







CONFIDENT | CAPABLE | CONNECTED

Awarded 'Excellent' in all areas in November 2022,  
the ISI particularly identified –

“

'Pupils' positive attitudes towards learning  
are a striking feature of the school.

”

INDEPENDENT SCHOOLS INSPECTORATE



## Additional Staff Benefits

- Use of facilities
  - Staff have use of state-of-the-art gym with Technogym equipment at allocated times
  - Staff swimming sessions and family swimming sessions in the recently built 25m, 6-lane indoor pool
- Supportive Continuing Professional Development (CPD) programme
- Ample free onsite parking
- Freshly prepared, nutritious Breakfast in the Dining Room during term time. Refreshments are also available throughout the day in the Staff Room. Meals and refreshments are free of charge.
- There are a number of social events throughout the year that staff are invited to attend.
- The post holder's children may, upon passing the entrance assessments, be eligible at the discretion of the Governors for a reduction on the basic tuition fees.







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“

We're delighted to welcome St George's Ascot to the Google for Education Reference School Program!

Your school is doing exemplary things with Google tools and we're excited for you to join this select group of Reference Schools.

”

THE GOOGLE FOR EDUCATION TEAM



# The Process

Letters of application together with the completed application form and confidential cover sheet (both available from the School's website), should be addressed to Ms Jo Quinn, Operations Manager and emailed to **[recruitment@stgeorges-ascot.org.uk](mailto:recruitment@stgeorges-ascot.org.uk)**

*The School reserves the right to interview and/or appoint at any time during the recruitment process.*

The position will close as and when a suitable candidate is appointed.

Any queries about this post may be made in the first instance to Mrs Teresa Barber, Resources Officer on 01344 629979 or by email to [tbarber@stgeorges-ascot.org.uk](mailto:tbarber@stgeorges-ascot.org.uk).

St George's School is committed to safeguarding the welfare of children at the School. A review of open source social media and online content will be conducted after candidates have been shortlisted and you may be asked about this at interview. The appointment will be subject to a successful disclosure check from the Disclosure and Barring Service. This will give details of all spent and unspent convictions and other recordable matters. A policy on the recruitment of ex-offenders is available, if required, from the School Office. The supplied references will be taken up and the School may approach previous employers for information to verify particular experience or qualifications. A medical questionnaire will be required to be completed by the successful candidate.



**25** MINUTES FROM  
**HEATHROW  
AIRPORT**

UNDER AN HOUR FROM  
**GATWICK**



**20%**

INTERNATIONAL  
PUPILS



FOUNDED IN  
**1877**



**100%**

PASS RATE  
AT A LEVEL

GRADED A\* - C



**99%**

PASS RATE  
AT GCSE

GRADED 9 - 4

**EXCELLENT  
PASTORAL  
CARE**

AND ONSITE  
CHAPLAIN



★ PRESTIGIOUS ★



GOOGLE FOR  
EDUCATION  
REFERENCE SCHOOL

**AMBITIOUS**

ROLLING  
DEVELOPMENT  
PLAN

INCLUDING:

**SWIMMING  
POOL**



**COOKERY  
ROOM**



**MUSIC TECH**



**DANCE  
STUDIO**

**FITNESS  
SUITE**



**70+**

CO-CURRICULAR

**CLUBS**



**3** OUT  
OF **4**

PUPILS

ACHIEVED THEIR

**1ST CHOICE**

**UNIVERSITY**



**25 GCSE  
SUBJECTS**

AND

**23 A LEVEL**

**SUBJECTS**

ON OFFER



**12**

THEATRE  
PRODUCTIONS  
EACH YEAR



**60%** DAY  
PUPILS

**40%**

BOARDERS



**30**

ACRES OF LEAFY  
COUNTRYSIDE ON SITE



**CONFIDENT | CAPABLE | CONNECTED**

[www.stgeorges-ascot.org.uk](http://www.stgeorges-ascot.org.uk)

St George's School, Wells Lane, Ascot, Berkshire SL5 7DZ

Telephone: 01344 629900