

# Application Pack

for the position of

## Minibus Driver

Part-time, Term-time only

To start as soon as possible

## About St George's

### Confident, Capable, Connected

St George's, Ascot (SGA) is an independent boarding and day school with approximately 270 pupils aged from 11-18 years about 45% of whom are boarders (full, weekly and flexi) and with a Sixth Form of approximately 80 pupils.

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, but most of all they are delighted by the girls who are truly special.

Our unique extended day 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 that was not designed for girls and introduces the girls 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 2022:

A Level: 71% A\*-B, 100% pass rate, GCSE: 41% 9/8, 60% 9-7, 98% 9-4

In 2022 at GCSE, St George's was placed in the top 5% of schools nationally for value added.

St George's offers an education that is grounded, relevant and fosters employability.

Graded excellent in the November 2022 ISI Inspection for both quality of the pupils' academic and other achievements and pupils' personal development the inspectors commented "pupils' positive attitudes towards learning are a striking feature of the school" and "there are many opportunities to develop all-round as a person within the co-curricular programme. As a result, they demonstrate healthy self-knowledge, well developed study skills, first-class social skills and an awareness of the world around them".

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), and is ISC accredited.



## 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, Eton 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, a state-of-the-art 350 seat theatre, three boarding houses, a sports hall, squash courts, gym, dance studio, spacious library, Science centre, photographic, textiles and art studios, 6 floodlit netball/tennis courts, extensive grass sports pitches and a 25m 6 lane indoor swimming pool.



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## The Role

St George's School operates a fleet of minibuses providing services to 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).

## 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.

## Salary and Benefits

- a. **Start date:** As soon as possible.
- b. **Normal Hours of Work:** This is a term time only position; the normal hours of work will be:

**Monday to Friday: 05.30am - 8.15am (approx.)\***

**Monday to Thursday: 6.00pm - 8.30pm (approx) and Friday 3.30pm - 6.00pm (approx.)\***

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.

*\*Applications for mornings only or evenings only will be considered.*

- c. **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.
- d. **Probationary and Notice Periods:** The first year of employment will be a probationary period. During this period, performance and conduct will be monitored. The School may extend the probationary period at its discretion. In the probationary period, the notice required to terminate the employment will be one week, increasing to six weeks by either side on the successful completion of the probationary period.
- e. **Pension:** The successful candidate may be auto-enrolled into the School's pension scheme, if eligible.
- f. **Benefits:** St George's offers free parking on site. Staff are able to use the School's sports facilities at allocated times.

## The Process

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

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

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

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.

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