

# Application Pack

for the position of

Part-time Minibus Driver

Sunday Evenings

(term time only)

To start as soon as possible

## About St George's

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

We are a welcoming school with a warm sense of community and visitors often comment on the perceptible supportive and cheerful atmosphere. We believe that a happy and successful school is one where all pupils have the opportunities to develop their strengths. The richness of opportunities within and outside the classroom are fundamental elements of the St George's experience and this allows the girls to foster the confidence, independence and academic curiosity that lead to success. 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.

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



#SGACapable  
#SGAConfident  
#SGAConnected



@stgeorgesascot

## 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 and gym/dance studio, spacious library, Science centre, photographic, textiles and art studios, 6 floodlit netball/tennis courts, extensive grass sports pitches and a new 25m 6 lane indoor swimming pool.



## Academic Results

We aim to get the very best from each girl and Georgians are encouraged to work conscientiously and to the best of their ability as well as get involved in the wider school community and all the activities that are on offer in the busy co-curricular programme. This, combined with committed and inspirational teaching, delivers excellent GCSE and A Level results. Our pupils achieved the following results in 2019:

GCSE: 23% 9/8 or A\*, 44% 9-7 or A\*-A, 96% 9-4 or A\*-C

A Level: 34% A\*-A, 99% pass rate

## The Role

St George's School operates a small fleet of minibuses providing services to a number of home county locations. This is a newly created post to help the School with an expanding day market. The responsibilities of the role are:

- To safely transport pupils to and from School, each Sunday evening during the School's published term times;
- 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

- Start date:** As soon as possible.
- Normal Hours of Work:** This is a term time only position and will be approximately 3 hours per week; some additional hours may be available from time to time. The normal hours of work will be:  
**Sunday:** 5.00pm to 8.00pm (approx)  
Other duties may include ad hoc trips for School (possibly all day), service, maintenance and valeting for the fleet.
- Remuneration:** The current hourly rate for this position will be £11.25. This includes an element to cover statutory holiday pay.
- 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 one month by either side on the successful completion of the probationary period.

- e. **Pension:** The successful candidate will not be eligible to be auto-enrolled into the School's pension scheme at this time.
- 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 (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 made 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. Therefore, this 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.

