

**Duke of Kent School  
Peaslake Road  
Ewhurst  
Surrey GU6 7NS  
Tel: 01483 277313**

**Duke of Kent School Application Pack**

**MINI-BUS DRIVER (Part-Time)**

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*Duke of Kent School is committed to safeguarding and promoting the welfare of children and expects all employees and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Appointment will be subject to satisfactory references and pre-employment checks as detailed in our Recruitment Policy.*

**I. Advertisement: MINI-BUS DRIVER (Part-Time)**

**Duke of Kent School, Ewhurst: Co-educational independent school (Nursery-Year 11) in the Surrey Hills. Competitive salary.**

We seek to appoint a Part-Time Minibus Driver to join our dynamic School. Duke of Kent School aims to provide an excellent and stimulating education on our beautiful forest site. The small size of our school means that we can get to know all our pupils as individuals.

Duke of Kent School fosters curiosity and the love of learning in its pupils; teachers benefit from a friendly and supportive staff room, innovative approaches to teaching and learning and a strong home-school partnership. The successful candidate will report to our Operations Bursary Department.

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## **2. Letter for Prospective Applicants: Mini-Bus Driver (Part-Time)**

Dear Prospective Applicant,

Thank you for your interest in Duke of Kent School. The information attached is designed to inform you about our School and the post of Mini-Bus Driver and should be read in conjunction with our Child Safeguarding Policy, available on our website. All staff and volunteers at Duke of Kent School are responsible for the safeguarding of children and young people and for promoting their welfare.

All applications must be made via the School Application Form which can be obtained from the School website, or from [rharris@dokschool.org](mailto:rharris@dokschool.org) or by telephoning 01483 277313. Please enclose a letter supporting your application, addressed to Rachel Harris, Assistant Bursar (HR & Operations).

Please note that references will, where possible, be taken up prior to interview.

We look forward to receiving your completed application.

Yours faithfully,

Rachel Harris

Assistant Bursar (HR & Operations)

### **3. School and Post Information: Mini-Bus Driver (Part-Time)**

**The School:** Duke of Kent School is a co-educational school with approximately 300 pupils from Nursery to Year 11. The School is organized into three sections: Pre-prep (Nursery –Year 2); Prep (Year 3 - Year 6) and Senior (Year 7 – Year 11).

The School has an inclusive ethos and we are proud of meeting the needs of pupils across a broad range of academic ability. We seek to enable each pupil to achieve his or her potential, to address challenges and to develop interests and aptitudes.

Our small size enables us to know each pupil as an individual and we aim to ensure that our programme of learning inside and beyond the classroom meets the needs of that individual: social, academic, spiritual, sporting, cultural. We place great value on personal progress and expect our pupils to strive for a series of personal bests. In all aspects of school life we pursue a dual strand of participation for all and the pursuit of excellence. We have a 'growth mindset' and expect pupils to invest considerable effort in all aspects of their school experience.

The maximum class size in the Senior is 20, 18 in the Prep and 16 in Pre-prep. Very significant change has taken place over the past seven years. The original prep school expanded to offer GCSE education in 2008, with the first Year 11 pupils graduating in Summer 2011. Since September 2014 we have operated as a day school; bus services bring day pupils from Guildford, Horsham and surrounding villages. Our Extended Day model, with prep and activities available on site daily until 7.30pm, is staffed by teachers on a rota basis. In addition to lunchtime sessions such as chess tournaments and a History Society, the after school Activity Programme, with courses on offer as diverse as Gardening, Photography, Film-making, Football, Crime Scene Investigation and Fencing, provides opportunities for personal development for pupils. All teachers contribute to the programme and are encouraged to offer a course in an area of particular expertise or interest.

Form teachers take responsibility for the pastoral care of the pupils in their form and report to the Head of Senior, John Wilson, and Head of Pre-prep and Prep School, Rebecca Green. We enjoy excellent home-school partnerships with our families and the form teacher is the first point of contact with parents on pastoral or academic matters. Teachers throughout the School work with parents to encourage pupils to develop confidence, intellectual and social independence, and to reflect on, and take personal responsibility for, their learning. Where necessary all teachers and support staff work with the Head of Prep and Learning Development to ensure pupils' individual learning needs are met.

The School enjoys excellent facilities including large areas of forest, extensive sports pitches, an indoor swimming pool, sports hall, Performing Arts Hall, Prep and Senior library areas, laboratories and ICT facilities with both Macs and PCs. Very significant investment in technology over the last three years has brought the School a dedicated fibre optic line; the campus has an extensive wi-fi network and all staff and pupils from Year 2 upwards are equipped with an iPad for learning and teaching. All classrooms have Apple TV to mirror iPad screens for teaching purposes.

We place great value on learning beyond the classroom and pupils enjoy frequent trips, including residential visits, and opportunities to camp on site. Forest School and Duke of Edinburgh activities are popular aspects of School life. We have a varied programme of visiting speakers at the school and arrange a wide variety of educational visits and experiences outside the classroom.

Sport is an important aspect of both the curriculum and the extra-curricular programme. Swimming, hockey, netball, rugby, football, tennis, cricket, athletics, rounders and cross-country are all taught and, in addition to house events, a busy fixture list brings regular opportunities for pupils to represent the School. A large proportion of our teachers are involved in the sport programme and suitably qualified candidates will have opportunities for coaching and supervision of sports.

Art is a striking and central activity at Duke of Kent School. Music and Drama are vital aspects of School life, with pupils participating in choir and annual productions and many taking individual music lessons; pupils have regular opportunities to perform.

Behaviour throughout the School is extremely good and the focus on moral, cultural and spiritual development of pupils is very strong. Duke of Kent School has a kind, caring and supportive ethos of which pupils and staff are proud and which we strive to maintain. Regular assemblies celebrate achievement and clarify expectations. Pupils are keenly involved in a range of environmental and charity activities, as well as a

School Council. The House system and initiatives such as paired reading schemes bring together pupils of different ages across the School community.

All staff are expected to participate in Professional Development and to attend external and internal training relevant to their work. Duke of Kent School makes a significant investment in training its staff and teachers can apply to the Head for funding for courses from a day's INSET to Masters level or doctoral study. A full programme of induction for Newly Qualified Teachers is in operation.

Children of Duke of Kent School staff, subject to the standard admission requirements, are eligible for a 50% remission of fees, or pro-rata if part-time.

### **The Post: Mini-Bus Driver (Part-Time)**

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| Post Title:      | Mini-bus Driver – School run (morning and evening runs dependant on current need and prospective employees availability)   |
| Starting salary: | £competitive – based on 34 weeks, Term-Time only. Paid in equal payments monthly across the year.  |
| Working Hours:   | Dependant on which runs are undertaken<br>Monday to Friday 7.15 am to 8.30 am morning runs (6.25 hours per week)<br>Monday to Friday 4.30 pm to 7.45pm<br>Monday to Friday 6 to 7.45pm |
| Contract term:   | Permanent (following probationary period of one month)   |

### **Key Purpose:**

1. To safely transport pupils to/from the School ensuring that they arrive in time for the commencement of the school day/or collected punctually after school.
2. To be responsible for promoting and safeguarding the welfare of pupils within the School.
3. To report to the Operations Bursar.

### **Key Responsibilities:**

1. To transport pupils to/from school.
2. To ensure that the mini-bus has sufficient fuel for journeys.
3. To inspect the mini-bus prior to departure to ensure road-worthiness and to complete the daily check list.
4. To ensure that the vehicle is kept clean and tidy.
5. To ensure that pupils behave in an appropriate and safe manner during transport and any pupil misbehaving should be reported to the Deputy Head (Pastoral).
6. Any vehicle defects discovered should be reported to the Operations Bursar.

### **Required Skills & Experience:**

1. Previous driving experience, ideally in passenger transport.
2. Hold a full UK driving license and with D1 category, and be aged between 21 and 70 years to comply with insurance requirements.
3. Be prepared to undertake safeguarding training and vetting by the Disclosure and Barring Service (DBS)
4. Be prepared to undergo additional training as required including First Aid.

*Note: this role description identifies the key responsibilities attached to the post described, and is subject to amendment from time to time within the terms of conditions of employment, as the needs of the School may require, after consultation. Successful candidates will require clearance from the Disclosure and Barring service and pre-employment checks including satisfactory references.*