



DOVER  
COLLEGE



**Minibus Driver (Part-time)**

May 2021

Candidate Information Pack



  
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# Welcome

Thank you for your interest in this role. I hope that over the next few pages of this information pack you get a flavour of the College and the shared values our community is built on.

Dover College is 150 years old in 2021 and has educated over five and a half thousand young men and women in that time. We occupy a beautiful campus in the heart of Dover, with buildings dating back to the 12th Century. But there is nothing ancient in our approach to education. Our vision is centred around the following principles:

**Small is beautiful!** The values of the family run through Dover College. Our class sizes allow us to nurture confidence, encourage inquisitiveness and celebrate individual achievement.

**We are academically ambitious.** We take the time to really get to know each child so that the right balance of challenge and support is in place based on their needs.

**We think differently.** Our distinctive curriculum, connecting Early Years right through to Sixth Form, focusses not only on achieving excellent results but also developing inquisitive and creative minds ready for the challenges ahead.

**We offer an all-round education.** We encourage internationalism, democracy, care for the environment, adventure, leadership and service.

**We are international and local.** We welcome pupils from across Europe, Africa, Asia and the Americas, encouraging everyone to be inclusive, unprejudiced, cosmopolitan and outward looking.

Whether you are applying for a teaching role, or one within our support services, your contribution to our team will be immensely valuable.



Simon Fisher  
Headmaster



# Safeguarding

At Dover College, there is nothing more important to us than the physical and emotional health and well-being of our pupils and staff.

We have created a safer culture in which pupils, staff, parents and governors feel able to articulate concerns comfortably; safe in the knowledge that appropriate and effective action will be taken.

Our Safeguarding Policy and Child Protection Policy applies to all adults, including volunteers, working in or on behalf of our School, in term and out of term time. We expect everyone working in, or for, Dover College to share responsibility for keeping children and adults at risk safe from harm and abuse, and to report any concerns to our Designated Safeguarding Lead or one of her deputies.

We have robust procedures in place for visitors to the site and carry out full recruitment checks on any adult who spends time regularly with our pupils. We have created our recruitment and selection policy to ensure Safer Recruitment practices are carried out throughout the College and these are applicable to all staff.

Pupil welfare issues are addressed through the dedication of staff to the ethos of the College. The pupils are taught and regularly updated on how to stay safe, including on-line and with their peers, and the staff have termly safeguarding updates.

Our Safeguarding and Child Protection Policy can be accessed [here](#).





# DOVER COLLEGE

## MINIBUS DRIVER (PART-TIME)

Dover College is a highly successful co-educational, boarding and day school with circa 300 pupils currently on roll.

This is a great opportunity for a professional driver to join our team in a prestigious boarding and day school in Dover. The role will see the successful candidate transport pupils to and from Dover College as part of their school day. Regular hours will consist of morning and evening school runs, during term time only., with the option of additional driving hours throughout the week.

As a customer facing role, and one which will represent Dover College externally, this position requires a high level of professionalism as well as a genuine desire to ensure the safety and wellbeing of the pupils in your care.

We are committed to the safeguarding of children.

All employees must have the ability to understand and adhere to Child Protection and Safeguarding legislation. References will be taken prior to interview and an enhanced DBS check will be conducted on the successful applicant.

To apply: please complete a support staff application form, which can be found on our website:

<https://www.dovercollege.org.uk/key-information/vacancies/>

Closing date for applications: Friday 14th May 2021\* - early applications are encouraged

\*We reserve the right to invite candidates for interview prior to the closing date and to close vacancies early if we have sufficient suitable applications.



<b>PREPARED:</b> LB	<b>REF:</b> MINIBUS DRIVER (PART-TIME)
<b>APPROVED:</b> SG	<b>REVISION:</b> 2 <b>DATE:</b> APRIL 2021

### JOB PROFILE

<b>REPORTING TO:</b> Support Services Manager	<b>PURPOSE OF JOB:</b> Transport pupils to and from Dover College
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### KEY RESPONSIBILITIES

#### MAIN AREAS OF RESPONSIBILITY

- In accordance with the directions provided by the Support Services Manager, drive an allocated minibus for the purpose of collecting school pupils from specified locations along the given route at the specified times and delivering them to school in time for their first roll-call in the morning
- Deliver pupils at the end of the school day to the specified locations along the given route. Minibuses depart from the school at 17:45 hours daily, unless all expected passengers are present, or directed otherwise by the Support Services Manager
- Prior to all journeys, safety checks of the vehicle are to be carried out. Before setting off, all passengers are to have their seat belts fastened
- To report any repairs to the Support Services Manager immediately
- To attend and complete training as required
- To adhere to safeguarding and child protection at all times
- In the event that delays to the timetable are expected, you are to safely contact parents using the school's mobile phone provided for this purpose
- To represent the school and conduct yourself in a professional manner at all times
- To clean the minibus that you are responsible for on a weekly basis after your morning run
- To attend some termly meetings as directed by the Support Services Manager
- To take on any other responsibilities or tasks that are within the employee's skills and abilities whenever reasonably instructed
- To maintain a professional appearance including the correct application of the uniform (provided)
- To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.



## HEALTH AND SAFETY / APPROACH TO WORKING

### HEALTH AND SAFETY

Dover College is a Covid-19 safe employer and will follow all Government guidelines to ensure the safety of staff and pupils at this time,

- To take reasonable care of your own health and safety
- To take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or do not do in the course of your work
- To cooperate with Dover College, making sure you receive proper training and you understand and follow the company's health and safety policies
- To not interfere or misuse anything that has been provided for your health, safety or welfare
- To report any injuries, strains or illnesses you suffer as a result of doing your job
- To tell Dover College if something happens that might affect your ability to work (e.g. becoming pregnant or suffering an injury)
- To tell Dover College if you take medication that makes your drowsy (if you drive or operate machinery).

### PARTICULAR HEALTH AND SAFETY ISSUES FOR THIS POST:

- Adhere to moving and handling guidelines
- Safe use of equipment according to training and instruction manuals
- Keep records of reported accidents and refer these to the Bursary as they may need to be RIDDOR reported
- Report any illnesses or injuries that may impair your ability to drive safely to the Support Services Manager.

### APPROACH TO WORKING

- Attention to detail recognising the importance of presentation at a leading independent school
- Able to work flexibly, some earlier starts, evenings and weekends will be required in support of wider school functions from time to time
- Confident working in a team and independently
- Be prepared to undertake other reasonable tasks when necessary.



## SKILLS AND ABILITIES

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- Right to work in the UK
- Full, clean UK driving licence (D1 license category desirable, but not essential)
- Good communication skills
- Strong organisational skills
- Proactive and helpful attitude
- Work under pressures, maintaining a sense of perspective and humour
- Reliable and honest
- Punctual
- Sufficient physical fitness and dexterity to copy with the nature of work
- Clean and smart appearance.

## PERSON SPECIFICATION

### ESSENTIAL

- A good standard of education being both numerate and literate
- Excellent knowledge and understanding of driving

### DESIRABLE

- Experience of time served in a similar post
- Health and safety awareness
- Knowledge of safeguarding and child protection



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