

Part Time Minibus Driver

We have a great opportunity for a Driver to join Eastbourne College.

We are looking to recruit two additional Minibus Drivers for mornings, during term time only, to transport pupils safely from defined pick-up points to the College or St Andrew's Prep.

The job would suit someone who is looking for part time hours, working either Monday to Thursday, 6.00-8.30am, (10hrs) covering 4 different routes, to cover driver days off, with bank hours available or Monday to Friday, 6.00-8.30am, (12.5hrs). Additional hours may be available.

As a member of the Transport Department, you will be transporting pupils to and from school in accordance with the planned time table and agreed routes.

The successful applicant will be a confident, polite, organised individual, who provides the highest levels of driver behaviour and safety. The applicant will need to **hold a full clean driving licence including D1 category** and have a good knowledge of the local road network.

Eastbourne College (Incorporated) welcomes applications from all sectors of the community as we aspire to attract staff that match the social and cultural diversity of our pupil intake. We consider the most important factor to be the right skills, abilities and attitude for the job which will ultimately improve the wellbeing and education of the pupils.

Duties

Vehicle Maintenance/Cleanliness

- Carry out daily serviceability checks and record sheet
- Day to day vehicle maintenance as considered necessary or as specifically tasked by the Transport Services Manager or his representative (such as the Fleet Manager in his absence)
- Timely report vehicle faults to the Transport Services Manager or Fleet Manager
- Re-fuel vehicles when required.

Driving

- Maintain a high standard of driving and in particular paying heed to the Highway Code and the Charity Minibus Driving Policy, and keep within prescribed speed limits

- Completion of any vehicle documentation (such as bussing register and vehicle log sheet) as required to the Transport Services Manager
- Report any road incidents such as accidents or near misses
- Report any instances of unruly behaviour by passengers
- Treat passengers courteously so that in any event or even if it considered that provocation has occurred there can be no counter accusation
- Be a point of contact with parents and pupils with a Charity issued mobile phone.

Safeguarding duties

- The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times.

Salary will be based on an hourly rate of £10.85 per hour for mornings. Reviewed annually on 1 September.

Pension After three months' service you may be automatically enrolled into the Eastbourne Charity WorkSave Pension Scheme depending on your level of earnings. The Charity will contribute 5% of your gross salary and you must also contribute 3%. You may choose to opt out of the pension scheme.

Holiday You will be entitled to 28 days annual holiday pro rata to be taken during Charity holidays. Pay for this is included in the salary.

Employee Assistance Programme - accessible to colleagues,

Application process:

To apply for this exciting opportunity, please to complete the mandatory application form by clicking on the link below:

<https://www.cognitofirms.com/EastbourneCollegeIncorporated/eastbournecollegeincsupportstaffapplicationform>

Alternatively, visit www.eastbourne-college.co.uk/contact/employment-opportunities/ and click the '**Apply Now**' button. A letter of application and an up-to-date CV may be uploaded with this online application form.

Please note –this role may be removed from listings before the closing date if we are successful in finding an appointment.

The closing date for applications is noon on **14 March 2023**

Safeguarding Statement

Eastbourne College (Incorporated) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to an enhanced DBS check, pre-employment medical questionnaire and positive references.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the Charity is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Eastbourne College (Incorporated) is a non-smoking establishment.