**School Bus Driver**

**Part-Time**

**Welcome from the Principal**

Thank you for your interest in this post and in our school. Chase Grammar School is an academic and caring school for 3-19 year olds, with a warm family feel.  We have big ambitions and a big heart for all of our students, and we expect the successful candidate to embrace our ethos of Academic Success, Personal Development and Global Citizenship.

Classes are small (core subjects: maximum of 20, with option subjects at GCSE and A Level classes often under 10), and we have very high standards of academic aspiration and attitude to learning. All students take CAT4 tests, and are set targets at bronze, silver and gold, according to their baseline predictions. The successful applicant will be skilled at using data to make effective personalised interventions which inspire students to achieve beyond their baseline target.

Our distinctive Chase Passport is used by students throughout the school to set themselves challenges and to plan personal goals to develop each of nine character strengths which we believe are central to success in the 21st century: collaboration, creativity, decision making, empathy, global citizenship, integrity, leadership, problem solving and resilience.

The successful candidate will be an Academic Mentor and will be expected to attend to the overall personal development of their form group, as well as champion character development and student leadership throughout the school.

All staff at Chase are expected to engage in ongoing professional development through our weekly ‘Tuesday Tips’ staff meeting and other initiatives, such as our ‘Teach Like a Champion’ project. If you are successful, we will support you in developing your potential.

Chase is a very friendly community, and many teachers’ own children are educated at the school. Staff discounts apply, and if this is of interest to you, please let us know. Please also visit our website and our Facebook page to see for yourself what a lively school we are.

Yours sincerely



Moira Simpson

Principal

**School Bus Driver**

A vacancy has arisen with the school for an enthusiastic and motivated part-time School Bus Driver to join our thriving and successful department. The successful candidate will be expected to be committed to our school, working to a high standard.

**Driver responsibilities;**

The School Bus Driver is responsible for safely operating the school bus according to a set daily schedule. He/she must ensure that the school bus is in good operating condition at all times, pick up and drop off students as per the schedule, maintain order and security on the bus and obey all laws, regulations and rules of conduct. **The requirements for the School Bus Driver are PSV trained with module 2 and 4, however the school is willing to provide training to the relevant candidate.**

The School Bus Driver must also deal with students, staff and members of the public in a courteous and respectful manner. The School Bus Driver must make note of and report on any absentees and occurrences, reporting any issues directly to management. It is also critical for the School Bus Driver to operate the School Bus in a safe manner.

A Driver has a duty to:

* Operating the school bus according to a set daily schedule in a safe manner
* Ensure the school bus is in good operating condition everyday
* Maintain good order and security on the school bus
* Obey all laws, regulations and rules of conduct
* Transport students to and from sports fixtures, school trips and swimming lessons

**Hours of Work**

Term Time only working hours are 06:45 to 08:45 and 15:45 to 17:45 (approximately 20 hours per week). There may be some flexibility required either side of the start and end of term.

**Person Specification for School Bus Driver**

The following person specification indicates those areas of skills and personal characteristics, qualifications, training and experience that are either essential or desirable in the candidates being interviewed.

* Must be CPC training (training offered)
* An ability to cope with pressure
* A sense of humour
* An ability to communicate effectively with parents, students and staff in a variety of ways
* An ability to show initiative
* A commitment to the ethos of the school as a community
* Excellent attendance record
* Tact, discretion & diplomacy
* Excellent time keeping
* A concern for the reputation of the school

**Pension:** The School will contribute a percentage of pensionable salary towards a pension scheme.

**School Fees Remission:** any child of a member of staff who, having satisfied the entry requirements, and at the Proprietor’s discretion, is admitted as a student to the School will receive the benefit of the staff discount of 50% remission of the School fees.

**Working Hours:** as stated

**Probation Period:** an offer of employment will be subject to a probation period of one year, during which employment will be subject to termination with half a term’s notice on either side.

**Notice Period:** following probation, you will be required to give the School one term’s notice.

**Free Meals:** will be provided throughout the year when the School’s kitchens are open.

**Safeguarding**

Chase Grammar School is committed to safeguarding and promoting the welfare of children and young people. The successful candidate must be able to satisfy an enhanced disclosure check with the Disclosure and Barring Service, satisfactory references and must attend and comply with all Safeguarding Training and the School’s Safeguarding Policy.