

**SUMMER SCHOOL  
MINIBUS DRIVER**

**Introduction**

Concord College is one of the UK and the world's premier international colleges. This reputation is based upon a combination of academic excellence, care for the individual student and professionalism amongst its staff.

Unlike some summer schools, Concord's is run by the school in which it is hosted. The Summer School offers a range of academic courses, as well as English Language and Science courses for students aged 11-16 years during the summer period from July to August.

All Summer School staff are expected to actively contribute to and promote the College's ethos of harmony, decency, trust and mutual respect. Our goal is to provide a high-quality teaching programme along with a range of recreational activities to ensure students have an enriching and enjoyable experience within a safe and caring community.

**Course dates**

**Session 1: Tuesday 25<sup>th</sup> June – Tuesday 16<sup>th</sup> July 2024**  
**Session 2: Wednesday 17<sup>th</sup> July – Tuesday 6<sup>th</sup> August 2024**

***Please note: The above dates include induction training days. The postholder will be required to attend at least one allocated induction day.***

**Purpose of the role**

The postholder will be responsible for the transportation of students attending sports and social activities in a responsible and competent manner, ensuring the safety of passengers, other road users, members of the public and themselves at all times. They will report directly to the Assistant Director (Operations & Activities) during the Summer School.

**Qualifications/experience**

A full, clean British driving licence with D1 classification is essential. It is a requirement that all drivers successfully complete a driving assessment conducted by the College's Transport Team before undertaking any driving duties.

***A proficient level of English (both written and spoken) is essential to the post, as is experience of living or working in the UK.***

**Main responsibilities/duties include:**

- carrying out driving duties on behalf of the College;

- ensuring students safety, welfare and comfort at all times;
- ensuring all passengers and yourself wear a seatbelt at all times;
- carrying out vehicle checks before driving and reporting any problems;
- ensuring the cleanliness of the interior of the vehicle;
- returning vehicle keys to the Summer School office or to leave them as advised if outside school hours;
- ensuring the correct use of safety and security equipment in accordance with instructions given;
- refuelling the vehicle as required;
- maintaining accurate records of vehicle usage;
- planning alternative road routes to and from the College when necessary;
- working within health and safety guidelines and other guidelines that may be issued from time to time;
- attending relevant training courses, this will include Minibus Driver Awareness Scheme (MiDAS) training;
- undertaking any other associated duties as required by the Assistant Director (Operations & Activities) and Summer School Director;
- attending and participating in scheduled staff meetings as instructed by the Assistant Director (Operations & Activities) and Summer School Director.

Further details and guidance on the responsibilities of the role will be provided during induction.

<b>Personal attributes/skills</b>
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- Reliable and flexible;
- Adaptable;
- Energetic and enthusiastic;
- Ability to work on own initiative and as part of a team;
- Approachable personality;
- Ability to keep control of children;
- Excellent communication and feedback skills;
- Good organisational skills;
- Honest and responsible;
- Clean driving licence.

<b>Hours of work</b>
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Drivers will be required on four days a week during a Summer School session. Hours of work may vary but will typically be between 3pm and 10pm. The postholder may be required to work on occasional day trips.

### Remuneration

Salary is subject to tax and National Insurance deductions, as applicable. Staff will be paid at the end of the contract period by BACS and should ensure they have a bank account which will accept a transfer in pounds sterling drawn on an English bank.

### Holiday entitlement and pay

All staff accrue paid holiday during their period of employment based on holiday entitlement of 5.6 weeks per annum pro-rata and entitlement is calculated based on full attendance during the course. It is possible to request one day's leave of absence (but no additional days) during the course for attendance at a graduation ceremony, job interview, family wedding or funeral, which must be agreed during interview or at the earliest possible opportunity with the Summer School Director. Pay may be reduced accordingly.

### Special conditions

***All staff are expected to behave in a professional manner at all times and to make the welfare of the students in our care a priority.***

All successful applicants and returning staff must undergo Child Protection screening which includes checks with past employers and the Disclosure and Barring Service. Concord College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Prior to an appointment being confirmed completed DBS checks and/or overseas police check documents which are satisfactory to the College **must** be provided. Original forms of identity documents, in accordance with DBS requirements, must be brought to interview by applicants.

Summer School staff must comply with Concord's policies and procedures, including those relating to Staff Conduct, Safeguarding and Child Protection, Health and Safety, Welfare, Smoking in the Workplace, Security, Confidentiality and Data Protection, and report any concerns.

#### **Please note:**

Applicants must have a right to work in the UK. The College does not apply for work permits, visas or offer sponsorship.