



**THE DOWNS**  
PREPARATORY SCHOOL  
BRISTOL

An exciting opportunity has become available at our leading co-educational preparatory school. If you are looking for a high-quality, part time role in a prestigious but friendly setting, we are recruiting for a

## **Minibus Driver and Estates Assistant**

Hours: Monday to Friday, 7-11am.

The Downs Preparatory School is a successful co-educational, independent, day school for pupils aged four to 13 years. Situated in Wraxall, five miles from Bristol, Clevedon and Portishead, the School is set within 60 acres of glorious parkland.

Applicants should have a full driving licence, ideally D1 category. Flexibility and reliability are essential personal qualities for the role, as is a calm and cheerful demeanour.

If you are successful, and we appoint you to our welcoming team, you will be safely transporting the children to and from school 7am – 9am, then until 11am you will assist with general maintenance e.g. basic plumbing and painting and decorating, clearing guttering, sweeping courtyards, emptying bins, laying fires, maintaining lighting, changing times on clocks etc.

For further details visit: [www.thedownsschool.co.uk/employmentopportunities](http://www.thedownsschool.co.uk/employmentopportunities) or email [recruitment@thedownsschool.co.uk](mailto:recruitment@thedownsschool.co.uk) or telephone 01275 852008.

Closing date: 17<sup>th</sup> August 2022 11.59pm.

*The Downs is committed to the safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.*

### **Job Description – Morning Minibus Driver and Estates Maintenance Assistant**

**The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

#### **Summary of the role:**

The Downs is a very successful independent Prep School that enjoys a national reputation for excellence. Our children are happy, enthusiastic individuals who are proud of their school. We strive to offer them a

	stimulating all round education whilst providing exceptional pastoral care. We also expect them to be polite and respectful.
<b>Responsible to:</b>	<b>Transport Manager</b>
<b>Key duties:</b>	<p><b>Driving</b> We serve several routes including Clifton, Chew Magna, Wrington and Clevedon. The children must be in school by 8.35am and so collection varies in the morning between 7.25 and 8.15am and driving finishes around 9.00am.</p> <p><b>Associated driving duties</b> Being responsible for the safety of those travelling within a minibus, drivers must take every precaution to ensure that the passengers are safe. They are expected to make sure that;</p> <ul style="list-style-type: none"> <li>• all passengers wear a seat a belt</li> <li>• all passengers remain in their seats as the bus is travelling</li> <li>• all passengers are reasonably and appropriately behaved</li> <li>• all luggage is secure and does not represent a danger.</li> </ul> <p>The school will provide earnest support in the event of the misbehaviour of any child.</p> <p>All the buses are regularly serviced and are relatively new but drivers must check that a bus is road worthy before use.</p> <p>Drivers will make sure that a bus if left clean and tidy after use.</p> <p>Drivers will have a full licence and will have to undertake a short assessment before employment.</p> <p>Drivers will abide by the Highway Code. Failure to do so will result in dismissal.</p> <p><b>Estates and Maintenance Assistance</b></p> <p>9-11am you will be asked to assist with general maintenance which may involve: basic plumbing; painting and decorating, clearing guttering, sweeping courtyards, emptying bins, laying fires, maintaining lighting, changing times on clocks etc.</p>
<b>Additional duties:</b>	<p>There are other occasions when drivers transport children. For example, there may be a need for children go to swimming lessons, to matches or on outings. The nature of these events varies however; the flexibility on behalf of a driver will be very beneficial.</p> <p>There may be times when you will support either emergency or more long-term maintenance projects.</p>
<b>Team</b>	<ul style="list-style-type: none"> <li>• Support colleagues.</li> <li>• Attend any team meetings.</li> </ul>

<b>working:</b>	<ul style="list-style-type: none"> <li>• Attend training events identified through the appraisal process.</li> </ul>
<b>Health &amp; safety and safeguarding:</b>	<ul style="list-style-type: none"> <li>• Take responsibility for compliance with the School's policies with regard to Health &amp; Safety.</li> <li>• Take immediate action to minimise risks or concerns identified reporting the risk or concern immediately to the Transport Manager or Bursar.</li> <li>• Undertake safeguarding training.</li> </ul>
<b>Customer service:</b>	<ul style="list-style-type: none"> <li>• Be alert to the School routine and calendar to ensure that arrangements are appropriate.</li> </ul>

### Person Specification

	<b>Essential</b>	<b>Desirable</b>	<b>Measured by</b>
<b>Qualifications:</b>	<p><i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received.</i></p> <p>D1 category driving licence.</p>	<p><i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received.</i></p> <p>Trade qualification</p>	<p><i>Applicant's certificates</i></p>
<b>Experience:</b>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role.</i></p> <p>N/A</p>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role.</i></p> <p>Maintenance / trade experience.</p> <p>Experience of working with young children.</p>	<p><i>Content of Application Form</i></p> <p><i>Interview</i></p> <p><i>Professional references</i></p>
<b>Skills:</b>	<p><i>The skills required by the Applicant to perform effectively in the role.</i></p> <p>Ability to work to deadlines and to reprioritise when necessary.</p>	<p><i>The skills that would enable the Applicant to perform effectively in the role.</i></p>	<p><i>Content of Application Form</i></p> <p><i>Interview</i></p> <p><i>Professional references</i></p>
<b>Knowledge:</b>	<p><i>The knowledge required by the Applicant to perform effectively in the role.</i></p>	<p><i>The knowledge that would enable the Applicant to perform effectively in the role.</i></p>	<p><i>Content of Application Form</i></p> <p><i>Interview</i></p>

	Knowledge and understanding of customer care.	Knowledge and understanding of Health & Safety legislation and the implementation of effective risk assessment.	<b>Professional references</b>
<b>Personal competencies and qualities:</b>	<p><b><i>The personal qualities that the Applicant requires to perform effectively in the role.</i></b></p> <p>Flexibility – a willingness to work outside normal hours when necessary.</p> <p>Hardworking</p> <p>Reliable</p> <p>High personal standards of appearance, behaviour and punctuality</p>	<p><b><i>The personal qualities that would assist the Applicant to perform effectively in the role.</i></b></p> <p>Willingness to reflect on personal practice and a desire to improve standards in customer care on a continuing basis.</p>	<p><b><i>Content of Application Form</i></b></p> <p><b><i>Interview</i></b></p> <p><b><i>Professional references</i></b></p>