



stephen perse
foundation

Minibus Driver & Porter

Employment status -	Part time, permanent
Job location -	Dame Bradbury's Saffron Walden
Required from -	ASAP
Application closing date -	Ongoing

Welcome from the Principal



The Stephen Perse Foundation is a leader in modern independent education, superbly well placed, both to meet the challenges, and to seize the opportunities, presented by its future. Any school, indeed, any group of schools, is only as strong as its people. Stephen Perse boasts exceptional people across all of its schools and nurseries, and invests in their recruitment, development and empowerment to ensure our pupils benefit from excellent role modelling, outstanding support and exceptional teaching. As Principal, I consider this investment in our people to be of utmost importance.

At the Stephen Perse Foundation, all are united in embracing the modern world and in seeking to help our pupils to find and take their place in it, as confident, socially responsible adults. We seek to attract people who are inspired by this challenge, people who share our values, people who are passionate about our collective vision of developing the change-makers of the future.

Richard Girvan
Principal

The Stephen Perse Foundation

The Stephen Perse Foundation is a family of leading independent schools in Cambridge, Madingley and Saffron Walden educating boys and girls aged 1 to 18.

By recognising our pupils as individuals - with unique hopes, talents and ambitions - we unlock their true potential. We enjoy learning for its own sake. Our teachers ignite curiosity, encourage critical thinking and creativity. By learning to think for themselves our pupils go on to achieve exceptional results. Education is however, more than just about grades, it is about strength of character, a sense of social responsibility, learning to innovate, communicate and collaborate with a global outlook.

Education needs to prepare youngsters for life beyond tests, exams and certificates. Our pupils gain an exceptional skill-set alongside exemplary pastoral support, to prepare them for life in tomorrow's world. They leave us ready to make their mark and achieve their dreams.

Minibus Driver & Porter

Responsible to: Estates & logistics Bursar

Location: Senior School, Cambridge and/or Dame Bradbury's, Saffron Walden

Role Description:

We have a fleet of 10 minibuses which are used to run a morning and afternoon shuttle service to the various park and ride sites. We also use buses during the day to run a shuttle service between our Senior School and Sixth Form College and to transport students on school trips, PE fixtures etc.

Main Responsibilities:

- To drive staff and students as required
- To wash and vacuuming minibuses as required
- To carry out Health & Safety checks in relation to the minibuses
- To carry out general porter duties
- To move furniture and set up for various school functions; organise the required heating for events and ensure fire regulations are adhered to
- To set out and clear away the lunch tables at the Junior School
- To break down cardboard boxes in the kitchen yard daily
- To sweep in front of Junior School entrance and around pear tree daily
- To assist with small scale routine repairs and maintenance if required
- To clear up all spillages, including when children are sick
- To open and close school for contractors at weekends as requested
- To clear blocked toilets and drains
- To man doors for functions as requested
- To carry out ad hoc driving duties as requested and any other duties allocated

General Responsibilities

- Act as an excellent ambassador for the Foundation at all times.
- Build and maintain good working relationships with all Foundation colleagues.
- Assist as necessary in other Foundation areas at peak times.
- Work at all times towards the aims and goals of the Foundation and any individual objectives and targets you may have agreed.
- Proactively identify areas for improvements within the Foundation.
- Actively promote the Foundation's Equal Opportunities Policy, encouraging staff awareness and participation in all areas.
- Act in accordance with the Data Protection principles at all times.
- Adhere at all times to Foundation operational and employment policies and procedures.
- Take care of your own health and safety and that of people who may be affected by what you do (or do not do).
- Cooperate with others on health and safety, and not interfere with, or misuse, anything provided for your health, safety or welfare.
- Follow the training you have received when using any work items the Foundation has provided.
- Adhere to the Foundation's Privacy Notice and ensure private and confidential data is kept secure and disposed of in the appropriate manner.

This job description is not necessarily comprehensive and the position holder will be required to carry out such other duties as may reasonably be required within the general scope and level of the post.

Safeguarding and welfare of children

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 Foundation's Safeguarding and Child Protection Policy statement at all times. If, in the course of carrying out the duties of the post, the role-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, s/he must report any concerns to the School's Designated Person or the Foundation's Designated Safeguarding Lead.

All employees of the Foundation adhere to the Safer Working Practices guidance and all teaching staff are required to adhere to the Teaching Standards which can be [found on the government website](#).

Person Specification

	Essential	Desirable	Assessment Method
Qualifications	Appropriate clean UK driving licence	D1 category licence holder preferably	Application Form Production of the Applicant's certificates at interview
Knowledge & Experience		Experience in a similar role	Application Form
Skills & Aptitudes	Ability to use initiative Strong communication and listening skills Ability to prioritise work Ability to work as part of a team Ability to proactively identify potential hazards or problems and report		Interview
Personal Attributes	Professional attitude to colleagues and working environment Takes pride in work Enthusiastic approach Cheerful disposition		Interview

Terms and conditions

All appointments for the Stephen Perse Foundation are subject to satisfactory reference and disclosure and barring service (DBS) checks, proof of identity and eligibility to work in the UK, completion of a medical questionnaire and proof of qualifications.

Hours of work

20 hours per week, Monday to Friday, term time only plus 4 INSET days.

Salary

£9,931 (£23,094 FTE) working 20 hours a week 35.8 week a year

Benefits

- Salary sacrifice tech and cycle to work schemes
- Rail season ticket loan/discount on Greater Anglia
- Free lunch and refreshments provided
- Contributory pension scheme – matching up to 6%
- Annual flu immunisation
- On site parking available
- Many of the sites offer covered bike parking
- Free access to the Cambridge University Botanic Garden
- Private health and dental plan subscriptions after 2 years' service (pro-rata for part-time and term-time)
- A staff discount on School Fees of 25% (pro-rata for part-time and term-time) should staff have a child at any school (from Reception Year upwards) within the Foundation
- Life Assurance scheme

Privacy notice

Please see our privacy policy which is available on the recruitment page.

<http://www.stephenperse.com/recruitment>

Application process

Please apply directly through our online recruitment page at www.stephenperse.com/recruitment and download an application form. Please send completed application forms to recruitment@stephenperse.com.

Unfortunately we are unable to accept CVs.

Interviews will take place as we receive suitable applications.

References may be taken up before the interview.

Invitation to interview and recruitment arrangements

The Foundation is committed to safeguarding and promoting the welfare of its pupils. The Foundation has a statutory duty to apply for DBS clearance and shall ask the successful candidate to complete an online form which must be cleared before the applicant can commence work. Such checks may take up to 8 weeks to complete.

The Foundation has a legal responsibility to ensure that all its employees have the legal right to live and work in the UK. Therefore, you will need to provide original documents verifying that you are eligible to work in the UK to the interview. Details of these will be provided in the invitation to interview.

All candidates invited to interview must bring the original documents confirming any educational and professional qualifications that are necessary or relevant for the post.

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