



Dear Applicant

Thank you for showing an interest in Minibus Driver post at Portchester Community School.

We are seeking to appoint a school escort to safely transport a small number of pupils with physical disabilities, some of whom are wheelchair users, to school.

The successful candidate must be capable of maintaining the highest professional standards and place the child at the centre of everything they do.

As a school we invest heavily in support and training and have a commitment to individual professional development.

All of the information required for application is available through our school's website; please ensure all forms are completed as instructed.

Visits to the school are welcome.

Once again, thank you for showing an interest in this post and I wish you every success in your application.

Yours faithfully

Mr R Carlyle  
Headteacher



**Minibus Driver**

**Permanent, 3 hours per week**

**Term-Time only (39 weeks)**

**Actual Salary £1,692 to £1,793 p.a.**

**Full Time Equivalent Salary: £24,405 to £25,430 p.a.**

**Hours: 3 hours per week**

**Wednesdays: 7.00 - 8.30am & 3.15 - 4.45pm**

**Closing Date: Tuesday 10 December 2024**

We are seeking a minibus driver to safely transport a small number of pupils with physical disabilities, some of whom are wheelchair users, to and from school on a daily basis.

As a minibus driver you will be responsible for:

- Safely transporting pupils and escorts to and from school
- Health and safety of passengers
- Minor maintenance of the minibus and daily vehicle check.

The successful candidate will need:

- A driving licence that allows driving a minibus with up to 16 passengers
- Experience of driving a minibus (would be an advantage but it not essential)
- MiDAS certificate, or willingness to provide this as training will be provided
- A positive attitude and flexibility
- Good interpersonal and communication skills with pupils and adults
- Empathetic to pupils' individual needs
- The ability to work on your own initiative
- An understanding and commitment to safeguarding and promoting the welfare of children and young people

Ideally the successful candidate will also hold a First Aid qualification and have experience of working in a school environment but this is not essential.

Training on moving and handling will be provided as it will be necessary to assist the pupils with wheelchairs.

The postholder will be able to build strong relationships with pupils, in addition to fulfilling the safeguarding requirements of the role and adhering to the school's safeguarding policy.

Portchester Community School is a medium sized, forward-looking 11-16 Community School and enjoys a good reputation in the local community. Within the school we also have a resourced provision for physically disabled pupils who are integrated fully into the life of the school, which brings a richness and variety to the curriculum and adds to our extensive after school provision. We are proud of the way we address the needs of all of our pupils.

The school also continues to pride itself on its caring ethos and has recently been awarded the National Gold Standard for its Social, Moral, Spiritual and Cultural work.

If you would like to have an informal discussion or have any questions about the school or the role, please email our SENCo, Mrs K Howell, [k.howell@portchester.hants.sch.uk](mailto:k.howell@portchester.hants.sch.uk)

An Application Pack can be downloaded from our website at [www.portchester.hants.sch.uk](http://www.portchester.hants.sch.uk) under the 'About Us' menu, or email: [recruitment@portchester.hants.sch.uk](mailto:recruitment@portchester.hants.sch.uk)

Please email your completed application to [recruitment@portchester.hants.sch.uk](mailto:recruitment@portchester.hants.sch.uk) Please return the equalities monitoring form in line with the details shown on the form.

**Closing Date: Tuesday 10 December 2024**

Portchester Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

Online searches will be completed on all shortlisted candidates as part of the recruitment process.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex and sexual orientation.

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 because it is a post which involves working directly with children or young people. If shortlisted for interview you are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are 'spent'. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website:

<https://www.gov.uk/government/collections/dbs-filtering-guidance>

Portchester Community School, White Hart Lane, Portchester, Fareham, Hampshire, PO16 9BD.



## **APPLICATION GUIDE**

### **Vacancy Details**

Details of the terms and conditions of the post are included in the Vacancy Details document. This gives information about the post, grade and salary and underlines the school's commitment to safeguarding children and young people and to equality of opportunity for all. Details of the closing date for applications, interview date, interview panel and selection procedure are included. The employment checks undertaken for the successful candidate are also shown on this document.

### **Job Description**

This gives an overview of the purpose of the post and outlines the main core duties and any specific duties.

For a Support staff post, the Role profile describes the generic tasks of the post and may be supplemented with a Local List of Duties which specifies, at individual school level, the main duties of the role. The role profile also defines the necessary knowledge, skills and experience required at selection.

### **Person Specification**

This outlines the qualifications, experience, skills and personal attributes which the successful candidate will need to possess. These elements are classified as either essential or desirable and are used as the basis for the shortlisting process. The person specification also outlines the basis by which other information collected as part of the recruitment and selection process will be assessed e.g. lesson/task observation, presentation, references.

### **The Application Form**

Please ensure that you complete the relevant Hampshire County Council Teaching Staff or Support Staff application form, both of which can be downloaded from the school website at [www.portchester.hants.sch.uk](http://www.portchester.hants.sch.uk) or the Hampshire County Council website. Please do not send a C.V. in place of the Hampshire application forms as this will not be accepted.

When completing your application form it is important to consider the Job Description/Role Profile and the Person Specification and include in your application evidence to demonstrate your skills and knowledge. Applicants should meet the essential criteria detailed in the Person Specification and it will be advantageous to demonstrate some of the desirable criteria.

### **Application Process**

Once completed, please send your application form for the attention of Mrs Y Boxall, Personnel Services Leader, to arrive by the deadline specified in the advertisement and Vacancy Details information.

When received, we will hold your information securely, in line with our Data Protection policy and Privacy Notice for job applicants. Please refer to the Privacy Notice for Job Applicants available on our website.

Please remember to complete the Equalities Monitoring form which is included as part of the application pack and return it as detailed on the form. This information will enable the school to monitor the effectiveness of its equality policy and ensure that all staff and applicants receive fair and equal treatment at all times.

As part of this policy, it is essential that we monitor the profile of our applicants in relation to gender, ethnic origin, disability, sexual orientation and age.

The information on this form will not be shared with the selection panel and will be used for statistical purposes only. It will not form any part of a record on you as an individual, unless you are subsequently appointed to the school, in which case it may be held as part of a computerised personnel record on the school's HR system which is available for your inspection.

All application forms are logged on receipt and although we do not currently acknowledge receipt, we are more than happy for you to contact the school for confirmation that your application has been received. Again, please contact Mrs Boxall by email ([recruitment@portchester.hants.sch.uk](mailto:recruitment@portchester.hants.sch.uk)), or via the school on 023 92 364399.

### **The Short-listing Process**

The interview panel will undertake the short-listing process and candidates will be assessed against the job description/role profile and the essential and desirable aspects of the person specification. Candidates selected for interview will be contacted by telephone or email. Candidates will be advised of any tasks or lessons they will be asked to undertake as part of the selection process.

Please be advised that if you have not been contacted within two weeks of the closing date, your application has been unsuccessful on this occasion.

### **The Interview Process**

The interview panel for all teaching posts will comprise the Headteacher, Mr Richard Carlyle, a member of the Senior Leadership team, usually either the Deputy Headteacher or Assistant Headteacher, together with the Subject Leader for the relevant department. For Subject Leader posts, a school Governor may also be included in the interview panel.

The purpose of the interview is to assess the candidate's suitability for the post and give both the panel and the candidate an opportunity to gain further information before making a successful appointment. It is also an opportunity to seek clarification on information provided in your application form.

As part of due diligence checks online searches will be completed on all shortlisted candidates prior to interview.

The interview will also assess the candidate's suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children.

Candidates will be asked the same core questions relating to the requirements of the post, however relevant supplementary questions may also be asked.

During the interview process notes will be taken.

### **References**

It is our policy to approach both referees noted on the application form **prior to interview** for a reference. As stated on the application form one of your referees must be your present employer e.g. Headteacher.

### **Offers of Appointment**

Appointments are subject to satisfactory completion of all relevant pre-employment checks including a Disclosure and Barring Service check and medical clearance from the Hampshire County Council Wellbeing unit.

### **Statement on Safer Recruitment**

Statutory Guidance “Keeping Children Safe in Education”, issued by the Department for Education, requires the school to have written recruitment policies and procedures in place to prevent people who pose a risk of harm from working with children.

The Governing Body recognise that promoting the welfare of children and young people is integral to the recruitment and selection process and essential to creating a safe environment for children and young people. The school is committed to ensuring that recruitment and selection activities are undertaken in a fair and transparent way and that appointments are based on the candidate judged to be most suitable. The aims of the school’s Recruitment Policy are therefore to: attract and appoint the highest calibre of applicants; ensure safe and equitable recruitment and selection is conducted at all times; deter, identify and reject applicants and volunteers who are unsuitable to work with children and young people.

In accordance with the School Staffing (England) Regulations 2009, at least one person on an appointment panel will have undertaken safer recruitment training.

The full Recruitment Policy is available on request to any member of staff and all prospective applicants and volunteers.

The school’s Child Protection policy and Safeguarding policies are available on request or on the school’s website [www.portchester.hants.sch.uk](http://www.portchester.hants.sch.uk)

### **What to bring to interview**

Applicants selected for interview are asked to refer to the “Pre-employment checklist for Candidates” sent with the interview invitation letter and bring documentation as outlined. This will include original qualifications certificates and proof of identity (preferably photographic, such as a photocard driving licence or passport).

In order to meet our legal obligation under the Immigration, Asylum and Nationality Act 2006, the school must ensure that evidence has been seen and checked to confirm eligibility to work in the United Kingdom. Therefore, candidates selected for interview must bring relevant documentation to confirm this, as outlined in the Pre-employment Checklist for Candidates.

Thank you for your interest in this post at Portchester Community School.

**Successful    Confident    Responsible**

<p><b>Portchester Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.</b></p>
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**Headteacher:** Mr R Carlyle BEd (Hons)

White Hart Lane, Portchester, Fareham, Hampshire PO16 9BD

**T:** 023 9236 4399 | **F:** 023 9220 1528 | **E:** office@portchester.hants.sch.uk | [www.portchester.hants.sch.uk](http://www.portchester.hants.sch.uk)

<b>Details about the post: Minibus Driver</b>	
<b>Salary:</b>	Grade C. 3 hours per week. Actual Salary £1,692 to 1,763 p.a. Full Time Equivalent Salary: £24,405 to £25,430 p.a.
<b>Contract Type:</b>	Permanent, Part Time 3 hours per week. Wednesday: 7am to 8.30 am and 3.15 pm to 4.45 pm Term-time only (39 weeks)
<b>Safeguarding of pupils:</b>	
<b>School statement:</b>	Portchester Community School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.
<b>Context for the vacancy:</b>	
<b>Start date:</b>	As soon as possible.
<b>Terms and conditions:</b>	
<b>School statement:</b>	This post is offered subject to the Employment in Hampshire County Council agreement (EHCC07) in conjunction with other Hampshire and school pay policies.
<b>Equalities Statement:</b>	
<b>School statement:</b>	<p>The Governing Body of the school is committed to equality for all in the appointment, development, training and promotion of staff, and in all dealings with pupils and parents of the school.</p> <p>The Governing Body recognises the value of a diverse and inclusive workforce and governors and managers will operate at all times within the requirements of anti-discrimination legislation and will promote equality in its staffing decisions.</p> <p>The Governing Body will wherever possible make reasonable adjustments to recruitment processes, working conditions or the working environment, to help overcome practical difficulties created by applicants or members of staff who have a disability.</p> <p>The over-riding premise that will be adhered to in matters of equality, by all governors and staff in the school, is that everyone has the right to be treated with dignity and respect whatever their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race or belief, sex or sexual orientation.</p> <p>All applicants are invited to indicate whether they have any special requirements to enable them to submit an application.</p>

Information about the recruitment and selection process:	
<i>Closing date for applications</i>	<p>Please email your completed application form to <a href="mailto:recruitment@portchester.hants.sch.uk">recruitment@portchester.hants.sch.uk</a> by Tuesday 10 December 2024. If you intend to email the equality monitoring form, please send in a separate email to <a href="mailto:recruitment@portchester.hants.sch.uk">recruitment@portchester.hants.sch.uk</a> with the title: 'Confidential - equality monitoring form'.</p> <p>If you would like confirmation that your application has been received, please contact the school on 023 9236 4399 or email: <a href="mailto:recruitment@portchester.hants.sch.uk">recruitment@portchester.hants.sch.uk</a></p>
<i>Interview date:</i>	To be advised.
Employment checks required:	
1	<b>Fully</b> completed application form
2	Rehabilitation of Offenders Act declaration
3	Right to work in the UK
4	Disclosure and Barring Service check.
5	Employment history including explanation of any gaps
6	Proof of academic and professional qualifications
7	Occupational Health check
8	Professional character references

If you have any questions about the detail contained within this document or any other aspect of the information sent to you, please do not hesitate to contact the school.

School policies including the Recruitment Policy and Equality Policy are available on request.





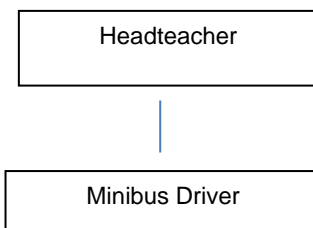
## HAMPSHIRE COUNTY COUNCIL

### ROLE PROFILE FORM

<b>Section A Role Profile Ref:</b>	02035
<b>Department/Section:</b>	Education (Schools)
<b>Role Title:</b>	Minibus Driver
<b>Reports To - (Supervisor/manager's role title) :</b>	Headteacher
<b>Role Purpose:</b> (why the role exists)	To safely transport pupils and escorts to and from school, including school trips.

### Section B Organisation

The role sits within the organisation as below:



### Section C ROLE REQUIREMENTS

Accountabilities	Accountability Statements	% of Time
<b>Transport</b>	To drive the vehicle safely and within the law and Highway Code.	65%
	To have regard at all times for the safety of passengers, ensuring seatbelts are worn where fitted and other equipment is applied correctly and appropriately	
	To be courteous at all times to passengers, other road users and pedestrians	
	To assist passengers in boarding and alighting and to assist an escort where necessary	
<b>Planning</b>	To plan routes with due regard to safety, time and economy as required, ensuring the route is the quickest and most effective	5%
<b>Maintenance</b>	To ensure the vehicle is adequately fuelled	15%
	To report any defects immediately to the headteacher so that they are rectified	

	To take the vehicle to be serviced and have its MOT as required, meeting legal and LEA requirements	
	Carry out minor maintenance and daily vehicle checks including: <ul style="list-style-type: none"> <li>- External damage to vehicle</li> <li>- Tyre conditions and pressures</li> </ul>	
	<ul style="list-style-type: none"> <li>- Oil, water, brake fluid and fuel levels</li> <li>- Lights and indicators are clean and in working order</li> <li>- Washers and wipers are working</li> <li>- Horn is working</li> <li>- Mirrors are intact, clean and correctly positioned</li> <li>- Seat belts, where fitted are working properly</li> <li>- Fire extinguisher is intact and first aid kit is complete</li> </ul>	
<b>Health and Safety</b>	A strict policy of no smoking will be adhered to at all times	<b>5%</b>
	Drivers must not drink alcohol whilst on duty and are to be within the legal limit to drive	
	Drivers must not allow any person to drive or travel on the vehicle without the permission of the headteacher	
	All accidents must be reported immediately to the police and headteacher	
	Any injury to self, passengers, pupils or the general public must be reported immediately using appropriate channels (depending on the severity of the injury)	
<b>Administration</b>	To complete all forms relating to mileage and other aspects of vehicle maintenance as required.	
<b>Corporate and statutory initiatives - equalities/health and safety/e-government/sustainability</b>	Apply and enforce all HCC guidelines and statutory obligations in these areas to ensure compliance	
	Identify and offer to the team all suitable training and development opportunities in these areas	

<b>Safeguarding</b>	<p>The post holder is responsible for ensuring that all school and county child protection and safeguarding policies are adhered to and concerns are raised in accordance with these policies.</p> <p>The post holder demonstrates an understanding of and commitment to safeguarding and promoting the welfare of children and young people.</p>	
<b>Equality and Diversity</b>	The post holder demonstrates an understanding of and promotes the principles of equality and diversity.	

#### **Section D -The key decision making areas in the role**

- Deciding on appropriate routes for daily pupil-runs and on long distance school trips
- Vehicle maintenance decisions

#### **Section E - The role dimensions - financial (e.g. budgets) and non-financial (e.g. units, workload, customers/staff)**

- Planning the most effective route will save on fuel costs
- Reporting defects at an early stage may save on larger repair bills
- Responsibility for maximum of x pupils on the minibus
- Approximate miles per year: x miles

#### **Section F - The main contacts – external/internal customer contacts and purpose**

- Parents, when picking up and dropping off children
- Teachers/ teaching assistants when dropping off and picking up children from school
- External contractors, with regards to maintenance

#### **Section G - Working conditions – environment, and physical effort or strain.**

- Some pupils will require assistance in getting on and off the bus, due to physical difficulties. This can be physically demanding. However, for pupils with severe difficulties will be transported in appropriate vehicles with appropriate facilities.

#### **Section H - Context/additional information**

- Drivers must adhere to the requirements of the Highway code and the conditions under which their driving license is issued.
- Any convictions, penalties or medical conditions which may affect their ability to drive the minibus in accordance with these requirements/conditions must be reported immediately to the headteacher.

#### **PROGRESSION IN ROLE**

#### **Section J - Entry: Necessary role-related knowledge, skills and experience at selection**

- Driving license must allow driving of minibus with up to 16 passengers

- Willingness to complete MiDAS (Minibus Driver Awareness Scheme) certificate , if not already obtained
- Some experience of driving a minibus an advantage

#### **Section K – Initial induction/training required to become effective in the role**

- Estimated time to become operationally effective: 1-2 months
- If the MiDAS certificate is not already obtained, completion of the certificate will be arranged. Completion of the certificate is a necessary requirement for the role.
- Training in moving and handling if required

#### **Section L – Operationally effective: How would effectiveness in role be demonstrated?**

- Good knowledge of local routes, minimising journeys where possible, whilst maintaining good fuel economy
- No complaints received from pupils, passenger, other road users or pedestrians
- Reliable pick-up and delivery of pupils

#### **Section M - Adding value: What characteristics will the advanced role holder demonstrate?**

- Using own initiative to resolve situations during transport e.g. traffic problems
- Ability to communicate effectively with parent and pupils

Portchester Community School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.



Dear Applicant

### **Equality Monitoring**

Thank you for your interest in the Minibus Driver vacancy at this school. The school operates an equality policy to ensure that all staff and applicants receive fair and equal treatment at all times. As part of this policy it is essential that we monitor the profile of our applicants in relation to their age, disability, gender identity, race, religion or belief, sex and sexual orientation.

The equalities monitoring form is designed to record and monitor the relevant data for this monitoring process. I would be very grateful if you could complete the form located in the Vacancies section of the website under 'Applications Forms and Equalities Monitoring Form' and return it to me.

The information on this form will be used for statistical purposes only and will not form any part of a record on you as an individual unless you are subsequently appointed to the school, in which case it may be held as part of a computerised personnel record on the school's HR system which is available for your inspection.

I am making this request in accordance with the recommendations of the Equality and Human Rights Commission. However, if you wish to discuss the content of the form or the use of the data, please let me know.

Yours sincerely

Mr R Carlyle  
Headteacher



## **Policy Statement**

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 because it is a post which involves working directly with children or young people. If shortlisted for interview you are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are 'spent'. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website:

<https://www.gov.uk/government/collections/dbs-filtering-guidance>