



Home to School Minibus Driver Vacancy

- 5 days per week (term time only)
- 4 hours a day/ 20 hours per week. Additional hours may be available for such things as school trips
- £12.71 per hour including holiday pay
- Permanent contract

Reporting to: Bursar

Read School seek to appoint, with immediate effect, a Minibus Driver to work part-time. The successful applicant for this position will be an experienced driver with a clean driving licence. Previous experience is advantageous but not essential. A D1 category on their licence is essential as is an ability to be able to commit to set hours.

At times, the successful candidate will be required to adapt to change and problem solve to ensure the Home to School transport runs effectively and efficiently.

The applicant should be able to work independently, demonstrate effective communication skills and have the ability to react calmly and confidently in a crisis. The appointed person must be capable of and enjoy working with children of all ages.

Read School is committed to safeguarding and promoting the welfare of children and young people and have a range of policies and procedures in place which promote safeguarding and safer working practices across the School. We 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 enhanced Disclosure and Barring Service checks along with other relevant pre-employment checks, including checks with past employers.

Application & Selection Process

All applicants are required to complete an application form containing questions about their employment history and their suitability for the role. A Letter of Application should accompany the application form. Short listed applicants will be invited to attend a formal interview at which their relevant skills and experience will be discussed in more detail. The interview panel will include at least one person trained in Safer Recruitment.

If it is decided to make an appointment following the formal interview, any such offer will be conditional on the following:

- the receipt of two references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory; Please note that references will be taken up on short listed candidates prior to interview.

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www.readschool.co.uk



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- the receipt of an enhanced disclosure from the DBS which the School considers to be satisfactory; Read School is committed to safeguarding and promoting the welfare of children.

Our recruitment process follows the guidelines in KCSIE. Applicants undergo enhanced screening including checks with past employers, the DFE and the DBS.

Please contact headspa@readschool.co.uk or 01757 618248 for an application form or download the support staff application form from the school website.

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