

MINIBUS DRIVER
(PART TIME)



GREENFIELD
SCHOOL

BRIGHT BEGINNINGS
BRIGHTER FUTURES

RECRUITMENT
PACK



LITTLE SCHOOL
Fledglings & Owls

0-3 yrs

PRE-RECEPTION
Robins

3-4 yrs

RECEPTION
Reception

4-5 yrs

LOWER SCHOOL
Years 1 & 2

5-7 yrs

MIDDLE SCHOOL
Years 3 & 4

7-9 yrs

UPPER SCHOOL
Years 5 & 6

9-11 yrs

NURSERY & PRE-SCHOOL

PRE-PREP

PREP



GREENFIELD SCHOOL

BRIGHT BEGINNINGS
BRIGHTER FUTURES

ABOUT US

Greenfield is an impressive standalone preparatory school in Woking, Surrey, providing the very best 11+ preparation and relevant, contemporary education to its pupils. The school's facilities are unique amongst prep schools in the area and allow our teaching staff to take their lessons to the next level, ensuring pupils are equipped and ready to embrace the next stage of their young lives.

In May 2023, the school was graded Excellent by ISI. This grade refers to both *the quality of the pupils' academic and other achievements* and *the quality of the pupils' personal development*. The outcome of this inspection was reflective of the hard-work, dedication and commitment of the school's employees, from teaching and support staff to estates workers and leadership. The examples given in the report are indicative of the creative, dynamic and enthusiastic teaching that takes place and the atmosphere that pervades the school.

Greenfield is renowned for its inclusive ethos and culture of kindness. School-wide initiatives surrounding wellbeing, climate change and charity fundraising are common and the community is a strong one.

Located on the outskirts of Woking town centre, and positioned between West Byfleet and Old Woking, the school is ideally situated to offer a balance of urban convenience and countryside living to pupils and staff alike.

Greenfield was voted Prep School of the Year by the TES in 2022.



AIMS AND ETHOS

Ethos

Greenfield School fosters a culture of inclusion, acceptance and understanding, whilst maintaining excellence in all areas of school life. We pride ourselves on being academically non-selective and providing a warm and compassionate environment, as our children develop their wider skills and academic potential. We celebrate our diversity and encourage our pupils to become kind, empathetic children with a strong sense of their place in the world. Greenfield offers an inspiring education for pre-eminence in tomorrow's society.

Aims

In partnership with Greenfield families, we aim to:

- Inspire and motivate children, enabling them to achieve their academic potential
- Discover and develop passion
- Identify and foster talent
- Encourage independence and resilience in our children
- Develop critical thinking and problem-solving skills
- Empower children to be active members of the local and wider community
- Create authentic, responsible and empathetic children who impart kindness, generosity and compassion



PERSON SPECIFICATION

Greenfield School are seeking to appoint a part-time School Minibus Driver to join our School on a permanent basis. The role will be 35 weeks per year (Term Time only, Monday to Friday), 15 hours per week (7.00 – 8.30 a.m. and 4 – 5.30 p.m.)

The successful candidate will be a reliable and trustworthy person and will have a clean driving licence. Your main duty will be to carry out morning and afternoon minibus runs in the local area.

- Reporting to the Bursar
- Start date flexible

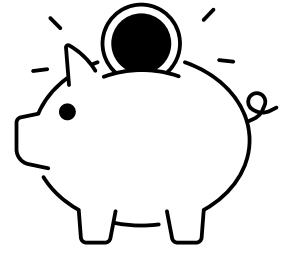
Early applications are encouraged. We reserve the right to close this vacancy early, should a suitable candidate be appointed before the closing date.



STAFF BENEFITS

CONTRIBUTORY PENSION SCHEME

(HIGH EMPLOYER CONTRIBUTIONS)



VARIOUS SCHEMES INCLUDING EMPLOYEE ASSISTANCE PROGRAMME, EYECARE, FLU JAB, SALARY SACRIFICE CYCLE TO WORK SCHEME AND TECH SCHEME, ACCESS TO FREE MORTGAGE SERVICES



ANNUAL STAFF FUNCTIONS

PROFESSIONAL, PASSIONATE & FRIENDLY TEAM

ZZZZZZZZZZZZ | DISCRETIONARY DAY OFF PER YEAR

(PRO RATA FOR PART TIME EMPLOYEES)

PART OF THE SUPPORTIVE AND WELCOMING GREENFIELD SCHOOL COMMUNITY

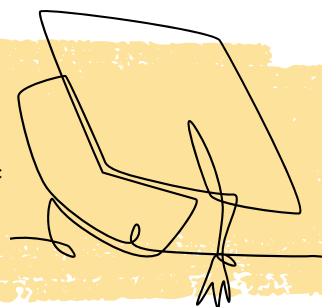
COMMITMENT TO ONGOING CPD

BEAUTIFUL HIGH-CLASS FACILITIES, INCLUDING ON SITE FOREST SCHOOL AND ACCESS TO 10 ACRES OF GROUNDS

FREE ONSITE PARKING

STAFF DISCOUNT ON SCHOOL FEES*

*(FOLLOWING SUCCESSFUL PROBATIONARY PERIOD)



JOB DESCRIPTION

RESPONSIBILITIES

- To work under the reasonable direction of the Estates Manager and Bursar. To drive a Greenfield School branded minibus on the pick-up and drop off routes around Woking and neighbouring areas.
- To share in the responsibility for the supervision and health and safety of our pupils.

SPECIFIC RESPONSIBILITIES AND DUTIES

- Driving a Greenfield School branded vehicle
- Responsible for the safety, comfort and welfare of the pupils and staff
- Carry out driver's daily vehicle checks before taking the vehicle off site
- Report any vehicle defects, faults, incidents, accidents and prosecutions
- Be responsible for the cleanliness of vehicles both inside and out, and ensure the vehicle is in a clean and roadworthy condition before and after use
- Refuel vehicles as required
- Work within health and safety guidelines and other guidelines that may be issued from time-to-time
- Attend relevant training as required

ESSENTIAL

- Clean driving licence (minimum 2 years)
- Pleasant, approachable personality
- An ability to communicate well with children and adults
- Reliable and trustworthy
- Flexible approach to working arrangements
- Willing to undertake training as appropriate

PREFERRED

- D1 licence
- Geographical knowledge of the Woking area

This post will be subject to an enhanced DBS Disclosure.

The post-holder will also be required to take on any additional responsibilities deemed appropriate by the Head or Bursar.

CONDITIONS OF EMPLOYMENT

REMUNERATION

We have our own Pay Scales which are regularly compared with other relevant pay scales in the sector. We are committed to ensuring competitive levels of pay and are pleased to be able to offer a high Employer contribution to the pension scheme. For this role, the pay will be competitive dependent upon experience.

HOURS OF EMPLOYMENT

The role will be 35 weeks per year (Term Time only, Monday to Friday), 15 hours per week (7.00 – 8.30 a.m. and 4 – 5.30 p.m.)

EQUAL OPPORTUNITIES AND SAFEGUARDING

At Greenfield School, we are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The appointment is subject to satisfactory pre-employment checks in accordance with the relevant statutory guidance, including an enhanced DBS check, satisfactory references, proof of identity and qualifications and a satisfactory medical questionnaire.

We promote equality of opportunity for all pupils and staff, both current and prospective, and we actively support an environment and culture that values equality, diversity and inclusion.

HOW TO APPLY

CLOSING DATE: REVIEW OF APPLICATIONS IS ONGOING

INTERVIEW WINDOW: FOLLOWING RECEIPT OF APPLICATION

Please ensure you have read the school's Safeguarding and Safer Recruitment Policies, as well as the job description (above), before completing the Non-Teaching Staff application form. Click on the icons below to view and download these documents



The application form should be emailed, with a covering letter, to the email address detailed on the form by the closing date specified above. Please note we will need to contact two referees before interview.

Only the school's application form will be considered. We are unable to accept CVs.

We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check.



GREENFIELD SCHOOL

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