



# King's College

TAUNTON

## Minibus Driver

*Closing Date: Friday 29 November 2024*





## Welcome

Thank you for your interest in the role of Minibus Driver at King's.

King's College and King's College Prep are thriving, co-educational, independent boarding and day schools for children from 2 to 18 years. Located on two sites, both schools provide inspired teaching and superb facilities to create an environment in which young people achieve great things.

We are looking for a responsible driver to transport pupils to and from both schools, ensuring they arrive safely and on time.

We look forward to hearing from you and considering your application.

MICHAEL SLOAN  
*Headmaster*



“ In their everyday lives around the school, our pupils show the confidence to succeed, and the determination to give their very best. ”

# About the Schools

King's provides continuous day and boarding education for girls and boys aged 2 to 18 years. It comprises King's College Prep which has approximately 300 children from 2 to 13 and a senior school with approximately 400 pupils from 13 to 18.

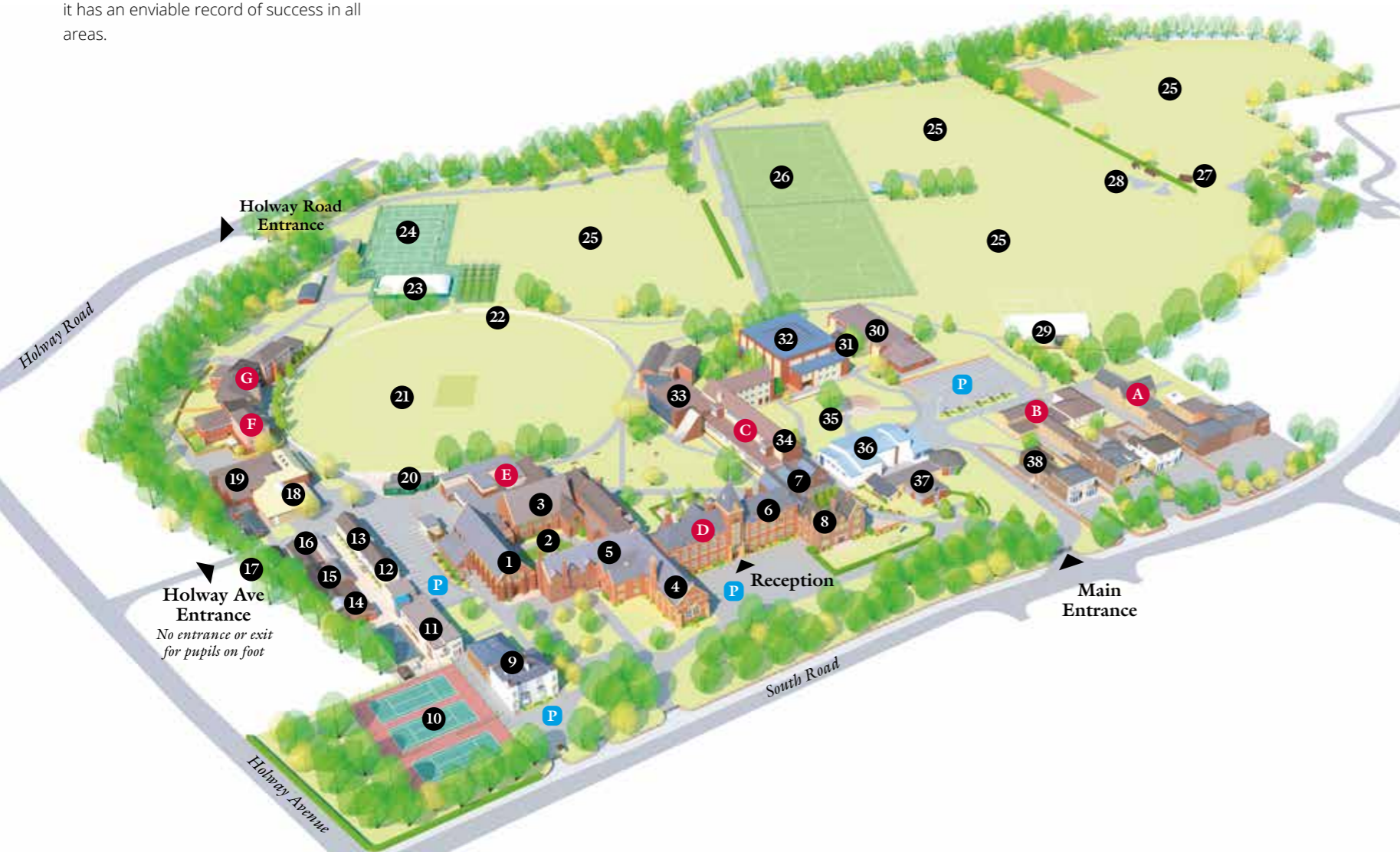
The schools are situated on separate sites in the south west of England and combine traditional values with state-of-the-art facilities. Both schools are run by one governing body, with many functions (marketing, strategy and finance for example) undertaken jointly.

King's College has a rich and welcoming family and community ethos. Just over 60% of the pupils board. For a relatively small school, it has an enviable record of success in all areas.

The school has regularly topped GCSE and A-level league tables for Somerset. A broad range of co-curricular activities is offered, and the school is renowned for its success in sport, music, performing arts, fine art, design technology and outdoor pursuits. In many of these activities our pupils have achieved success at national and even international levels.

Good discipline is encouraged in a firm and positive way within a supportive pastoral framework. King's College is strong on manners and social skills. Pupils go on to thrive at good universities and in their professional careers.

In short, King's is a purposeful, outward-looking, down-to-earth, highly successful school.



## King's College

South Road, Taunton TA1 3LA

<b>Main School Building</b>	14 Laundry	33 Science Centre
1 The Chapel	15 Shooting Range	Biology
2 The Quad	16 CCF and Outdoor Pursuits	Chemistry
3 Dining Hall	Stores	Physics
4 Woodard Room	Chindits	History
5 Latin	Army/Navy/Marines	34 Geography Centre
English	17 Finance Office	35 The Amphitheatre
Philosophy of Religious & Ethics	18 Design Technology Centre	36 The Theatre
Modern Foreign Languages - <i>upstairs</i>	19 Squash Courts	Black Box
6 Main School Corridor	20 First Team Cricket Pavillion	Auditorium
Headmaster's Office	21 First Team Cricket Pitch	37 Music School
PA to the Headmaster's Office	22 Buttler's Ramp	The Octagon
Examination Office	23 Tennis and Netball Dome	Music Technology
Admissions Office	24 Tennis and Netball Courts	Practice Rooms
Careers Office	25 Sports pitches (rugby/cricket/athletics/football)	38 Medical Centre
Maths		
7 Philip Richards Building	26 All-weather Hockey Pitch	A <b>Bishop Fox House</b>
Library - <i>upstairs</i>	27 Cricket Pavillion	<i>Boys</i>
IT Helpdesk	28 Athletics Cabin	B <b>Carpenter House</b>
Visitor toilets	29 Sports Performance & Cricket Centre	<i>Girls</i>
8 Headmaster's House		C <b>Meynell House</b>
9 Silvermead Studio and Arts House	30 Swimming Pool	<i>Girls</i>
10 Briar Lee Tennis Courts	31 Changing Cabins	D <b>King Alfred House</b>
11 Sixth Form Centre	32 Sports Hall	<i>Boys</i>
Head of Sixth Form Office	Climbing Wall	E <b>Taylor House</b>
Development Office	Gym	<i>Girls</i>
12 School Uniform Shop	PE Classrooms	F <b>Woodard House</b>
13 Cookery School		<i>Boys</i>
		G <b>Tuckwell House</b>
		<i>Boys</i>

## A Rural County of Rolling Hills

Taunton is surrounded by natural beauty, with the Blackdowns, Mendips and Quantock Hills on the doorstep, plus Exmoor National Park, the Somerset Levels and Dartmouth are a short drive away.

Somerset is renowned for its cheddar cheese and cider. A wealth of apple orchards once made Somerset the cider capital of the UK, whilst the Cheddar Gorge caves are still used to mature cheese today.

Taunton is the county town of Somerset, in the South West of England. It is a busy market town located between junction 25 and 26 on the M5.

A growing commercial and residential centre, Taunton has a splendid small theatre, the County Cricket Ground, a successful rugby club, a delightful museum, the usual shopping outlets and restaurants, and a regular farmers' market.

If you love the great outdoors, you can be on the beach in 40 minutes and the Quantocks are just 15 minutes away. For those who prefer city lights, the fast West Country train service reaches Paddington in under two hours. By car, Exeter is 25 minutes south, Bristol 35 minutes north and you can reach Bath in about an hour.



## The Role

<b>Post</b>	Minibus Driver
<b>Hours of work</b>	20.75 hours per week term-time only (33 weeks) Monday to Saturday 6.00am to 8.00am and Monday to Friday 5.45pm to 7.30pm. <i>Extra work is occasionally available during holiday periods plus ad hoc trips to airports at the start and end of each term.</i>
<b>Job function</b>	Duties will include transporting King's College Prep and King's College children using the school's minibuses.

### Duties and Responsibilities

- Full responsibility for the safety of pupils on board the bus through driving legally and in accordance with advice for transporting children.
- Ensuring all pupils arrive at school safely and on time.
- Through the Health & Safety Officer/Transport Manager, responsible for ensuring the school minibus is properly maintained, is mechanically safe and properly fuelled at all times.
- Responsible for picking up and dropping off pupils at the correct and designated stopping places on route from and to the designated destination.
- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

### Health and Safety

- Maintain a high standard of personal hygiene and appearance. If a uniform is provided, this to be worn in full.
- Carry out all duties to hygiene recognised standards.
- Actively check equipment and report all hazards and faults.
- Follow all the school policies and procedures as determined by the board of governors and senior management team and current staff handbook.
- Take reasonable care for the health and safety of yourself and colleagues, and co-operate with the school in ensuring that health and safety responsibilities are carried out.
- Comply with the requirements of the Health and Safety at Work Act Regulations 1974.

### General

- Undertake any other duties as required by your manager in order to meet the changing needs and demands of the schools.
- Conduct yourself with professionalism, tact and diplomacy at all times as a representative of King's.

### Training

- Attend training courses and coaching in or out of house as appropriate for your position and your personal development.
- Attend staff meetings as is required to facilitate effective communication.

# Person Specification

	Essential Criteria	Desirable Criteria
Qualifications	Full clean driving licence	Attended a one-day minibus awareness course
	D1 category on driving licence	D1E category on driving licence
Skills and experience	Reliable, confident and careful driver	Proven minibus experience
	Be prepared to work flexible hours including early mornings or evenings	First aid knowledge
	Ability to stay calm in an emergency, for example if there is an accident, breakdown or problem with a pupil	
	Good communication skills	
	Up-to-date with highway code regulations	
Personal qualities & abilities	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	
	Emotional resilience in working with challenging behaviours	
	Positive attitude to use of authority and maintaining discipline	
	Team worker (part of minibus team)	
	Self-motivated	
	Committed to providing an efficient and reliable bus service	

The qualities and experience outlined in the person specification will be assessed by the following methods:

- Sight of original qualifications
- King's College application form
- Interview including a driving assessment
- References from current employer and other chosen professionals

# Appointment Process



Candidates are expected to have read the enclosed appointment policy and agreed to the terms within.

King's College has its own pay scale and there are discounts at both King's College Prep and King's College for staff children.

Please apply by completing the appropriate King's College application form (we are unable to accept CVs without our application form) plus a brief letter of application.

Please address to the HR Manager and send by email or post to:

**Mr Craig Sweet/Mrs Sarah Matthews**  
c/o HR Department  
King's College, Taunton, Somerset TA1 3LA

CSweet@kings-taunton.co.uk  
SLMatthews@kings-taunton.co.uk  
01823 328105/328231

**The closing date for applications is Friday 29 November 2024.**

We reserve the right to close this vacancy and interview at any time, therefore early applications are welcomed.





# King's College

TAUNTON

South Road, Taunton, Somerset TA1 3LA  
01823 328200 | [reception@kings-taunton.co.uk](mailto:reception@kings-taunton.co.uk)

[www.kings-taunton.co.uk](http://www.kings-taunton.co.uk)