



# OUNDLÉ

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School

## Casual Driver / Porter

Oundle School was established in 1556 and is one of the country's leading co-educational boarding and day schools. The School has 860 boarding and 260 day pupils, with 250 day pupils aged 4 – 11 attending Laxton Junior School. The School has a turnover in the region of £40m and a staff of 760. The School prides itself on being associated with the best in modern independent school education. This would not be possible without the invaluable contribution made by the dedication, hard work and professionalism of the support staff functions.

The purpose of the role is to work on a casual basis as:

- A driver of School vehicles either on or around the Oundle site(s), or taking pupils/equipment to other locations.
- Part of the Porters' Department.
- Part of the Security Department as required.

Oundle School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Successful applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service



## **Role details**

Working within the School Services team, the role holder will report to the Head Porter, however this reporting line is anticipated to be reviewed within the next calendar year.

The main duties and responsibilities of the role are listed below. Please note these are not exhaustive, but highlight the main tasks.

### **Driver:**

- To drive the minibus in an appropriate and safe manner.
- To assist the pupils using the vehicles as required.
- To complete and maintain vehicle records as required by the Transport Manager.
- To plan routes responsibly and safely and take charge of the vehicle and its contents whilst on duty.

### **Porter:**

- As above regarding driving of minibuses or other School vehicles.
- To prepare rooms, buildings and/or grounds around the School to ensure readiness for events which may include business as usual such as meetings or exams, or which may be special events such as Open Days or Speech Day.
- To move furniture and other items around the School as requested/required.
- To distribute and deliver goods in, supplies and equipment throughout the School and boarding houses.
- To remove and dispose of old, worn and broken furniture and equipment.
- To carry out any other duties commensurate with the post as may be reasonably required by the line manager.

### **Security:**

- To assist the Security Department with security patrols or other matters across the site.

### **General:**

- Act at all times consistently with Oundle School's Safeguarding Policy, associated procedures and standards of behaviour and in line with Keeping Children Safe in Education (KCSIE) Part 1 and Annex B.
- Support the School's Prevent Strategy as outlined in the Prevent Policy in the Staff Handbook, ensuring that visitor and other relevant protocols are observed.
- Demonstrate an appreciation for the importance of diversity, through your actions and behaviours, with the School's Equality, Diversity and Inclusion Strategy.
- Ensure compliance with the School's Health and Safety policy and requirements.
- Carry out any other duties commensurate with the post as may be reasonably required by your Line Manager.

## Person Specification

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application and completing the application form to ensure that their application and suitability reflects the essential requirements of the role.

Qualifications	Essential	Desirable	Method of assessment
A current, valid full UK driving licence with D1 or D Category Driving Licence entitlement, with no more than six points.	•		Application form
MIDAS Certificate* (Minibus Driver Awareness Scheme).		•	Interview
Nationally recognised First Aid qualification.		•	
Skills and Experience	Essential	Desirable	Method of assessment
Understand the responsibilities of a driver to passengers and other road users.	•		Application Form Interview References
Know and understand the speed limits for the minibus on motorways and other roads as opposed to car speed limits.	•		
Have at least two years regular driving experience with a minibus carrying passengers with any previous organisation.		•	
Have an understanding of the breakdown procedures for minibuses on a motorway and safety actions to take with passengers.		•	
Read and write effectively (in order to complete log books etc)	•		
Ability to lift weights (maximum 20kg)	•		
Communicate appropriately and effectively with others, including children.	•		
Experience of working in a customer-facing role.	•		
Have experience of working within security.		•	
Personal qualities	Essential	Desirable	Method of assessment
Reliable and honest	•		Application Form
Even tempered, personable manner	•		
Able to work alone and as part of a team	•		
Remains calm under pressure.	•		Interview
Experience of working with children and young people.		•	References

Regular eyesight tests are a requirement for this role.

\*Training can be given on appointment for those who do not have this qualification if they wish to work as drivers or porters.

The person in this role must hold, and continue to hold, a current, valid UK driving licence. The job holder may be requested to produce this at any time upon reasonable notice. Any endorsements or "points" on a current driving licence must be reported and declared to the Head of School Services. Any criminal convictions for any motoring offences must be reported to the Head of School Services immediately including the date and details of the offence. The job holder is expected to inform the Head of School Services if any such charge is made. The loss of a driving licence through a conviction must be reported immediately to the Head of School Services, and, depending on the circumstances, and following investigation, this could potentially result in the termination of employment.

Every job description in the organisation will be subject to a review on an annual basis at the time of the annual appraisal meeting and may be reviewed as a result of a change in strategic direction or operational requirements.

It is the shared responsibility of the role holder and their line manager to ensure that job descriptions are kept up to date.

Candidates should familiarise themselves with the School's recruitment and associated policies on the School website.

## Information for applicants

Start date	As soon as possible, subject to notice period and pre-employment checks.
Hours of work	<p>This will be a casual role, and the hours of work offered by the School will vary from week to week at the sole discretion of the School. The School is under no obligation to offer work to you at any time, nor are you under any obligation to accept any work that is offered to you by the School.</p> <p>All meal breaks are non-working hours and unpaid.</p>
Working weeks	This role is not affected by Oundle School Term time.
Contract term	Permanent
Remuneration	£12.21 per hour
Annual leave	<p>21 days' paid holiday in each complete holiday year, plus seven public holidays. This is pro-rata for part-time staff.</p> <p>There is a requirement to work any Bank Holiday when the School is in operation (currently the first May day).</p>
Other	<p>We also offer:</p> <ul style="list-style-type: none"> <li>• Excellent working conditions</li> <li>• Group Personal Pension Plan</li> <li>• Access to some discounted tickets to the Stahl Theatre and Music Productions</li> <li>• Discounted membership of the Sports Centre and Swimming Pool</li> <li>• Free car parking (subject to availability)</li> </ul> <p><i>Some of the above are non-contractual</i></p>