

**SCHOOL MINIBUS DRIVER  
(CASUAL)**

**INFORMATION FOR APPLICANTS**



Alderley Edge School for Girls  
Wilmslow Road, Alderley Edge  
Cheshire SK9 7QE  
Tel: 01625 583028  
Email: [staffrecruitment@aesg.co.uk](mailto:staffrecruitment@aesg.co.uk)

# **ALDERLEY EDGE SCHOOL FOR GIRLS**

## **Introduction**

Alderley Edge School for Girls (AESG) was formed in 1999 from the merger of Mount Carmel and St Hilary's schools. Whilst we celebrate our past, we are a forward-looking school in many different ways.

AESG provides girls with outstanding pastoral support, innovative teaching, a broad curriculum and a fantastic array of extra-curricular activities. Each girl is nurtured and supported in small classes and it is our priority that each girl reaches her individual potential and becomes the best she can be.

We value the successes and achievements of all our girls; both academically and in other contexts, from dance to drama, music to sport. Girls leave as confident, articulate and mature young women who can achieve in the world beyond our schoolgates.

AESG is a community. All our girls, from those in Nursery at the age of two, through to Sixth Form at the age of 18, feel safe and secure and benefit from being in a school positioned in a vibrant village environment.

AESG is a high-achieving, academic and dynamic school which fosters the well-being of each individual within an exciting, challenging and supportive environment. We recognize commitment, hard work and success, setting the girls the challenges they need to develop their talents to the full.

We are proud of our school and its Christian values, yet respect the beliefs of others in our community. We believe in social justice for all and feel a sense of responsibility for those less fortunate, for whom we provide support, both locally and globally, through our fundraising and community service.

The School has been awarded Apple Distinguished Status and Apple Regional Training Centre, after significant investment and development in Technology Enhanced Learning. Senior School girls bring their own iPads into school to enrich their learning experience. Each teacher is also given their own iPad to support their teaching and there are Apple TVs integrated throughout the School.

In June 2021, the Independent School Inspectorate (ISI) undertook a full inspection at AESG. The School was given the highest possible 'Excellent' rating. The inspection was focused on the pupils' academic and other achievements, as well as their personal development, with the school being found to be excellent across each area.

We are a proud member of the Girls' School Association and we value the importance of an all-girls' education and the benefits this provides for our students. There are numerous opportunities for girls to develop both team working and leadership skills and to help guide the school and their peers. In this way our students learn important life skills which prepare them for the world of work and they leave us as impressive young women who make a difference.

## **Aims and Vision Statement**

“Aspire not to have more, but to be more” (Archbishop Oscar Romero)

### **Our Aims**

#### **Academic**

To provide a challenging and stimulating learning environment in which every girl fulfils her full academic potential, and thus equipping girls with the knowledge, skills and learning attributes for success beyond AESG.

To deliver an innovative and future-inspired curriculum embracing the use of technology, thus fostering intellectual curiosity, developing creativity and a passion for lifelong learning.

#### **Enrichment**

To offer an extensive enrichment programme to enable girls to develop leadership skills, foster collaboration and resourcefulness, grow in confidence and encourage resilience.

To provide a rich and stimulating school experience in and outside the classroom, where girls can explore and develop their interests and talents.

#### **Spirituality**

To welcome girls of all faiths who share our values, and to respect, celebrate and embrace diversity and equal opportunities without prejudice.

To present a supportive, open and inviting environment for girls to explore their spirituality, to encourage reflection, and develop a strong moral compass based on our Christian foundation and principles.

#### **Girls**

To create a supportive, nurturing and happy environment underpinned by pro-active pastoral initiatives, putting the girls' wellbeing first.

To empower all our girls to flourish as strong women in the 21st Century workplace, to communicate with confidence, and take their place as responsible, active and global citizens bringing about positive change for a more sustainable and equitable future.

## **Current Staffing**

The School, which is split into the Prep and Senior sections, is led by the Headmistress, Nicola Smillie, who was appointed in September 2020. In the Senior School, teaching staff comprise two Deputy Heads and 50 teachers (21 full-time and 29 part-time).

In the Prep School, teaching staff comprise one Deputy Head, an Assistant Head and 10 teachers (6 full-time and 4 part-time), supported by 4 teaching assistants. The Head of EYFS oversees Nursery, Pre-School and Reception.

The support staff are led by the DFO and comprise of administrative, estate, finance, ICT Support, marketing and development and welfare staff.

The School employs a qualified librarian, technical support staff, visiting instrumental music teachers as well as specialist sport and drama coaches.

Catering and cleaning are currently supplied by external contractors.

## **Accommodation**

In the last four years, an ambitious refurbishment and development programme has transformed the School estate.

The School's outdoor courts have been completely refurbished, along with the Junior Gymnasium. A new fitness suite and climbing wall have been installed.

Early Years provision has benefitted from the installation of outdoor play equipment and the refurbishment of all four classrooms from Nursery to Year 1. Elsewhere, ICT suites have been modernised and infrastructure upgraded, as have numerous specialist subject classrooms. The main buildings have been re-roofed and the main vehicle entrance and parking facilities have been improved, along with the interior of the School kitchen.

## **School Minibus Driver (Casual)**

### **Job Description**

#### **Role Reporting to: Transport manager**

#### **Purpose of role:**

To drive School minibus in a responsible and competent manner, ensuring the safety of the passengers, other road users, members of the public and yourself at all times.

#### **Main Duties and Responsibilities**

- Ensure the safety and supervision of pupils, including their good behaviour, and to report any issues to School staff
- Ensure that the minibus is kept clean and in good condition, including completion of prescribed pre-journey health and safety checks
- Carry out driver's daily and weekly vehicle checks
- Report any vehicle defects, faults, journey incidents and accidents to the Transport Manager
- Refuelling of the minibus whenever necessary
- Direct liaison with parents and school staff as and when necessary
- Working within health and safety and other guidelines and procedures as prescribed by the School
- Dealing with emergency situations and administering first aid as necessary
- Attending any relevant training courses, as identified and agreed
- Driving in a safe and courteous manner and complying with all relevant traffic legislation
- Any other duties as reasonably requested by the Director of Finance & Operations or Transport Manager

#### **General Support for the School**

- Attend school training, events and meetings when required
- Support the School's commitment to safeguarding children and promoting their welfare at a level appropriate to this role.
- Contribute positively to the overall ethos/work/aims of AESG.
- Participate in training, and undertake any performance development activities as required.
- Be aware of and responsive to the changing needs of the School and maintain a flexible and pro-active approach to work.

<b>Person Specification: School Minibus Driver (Casual)</b>		
	<b>Essential</b>  These are qualities without which the applicant could not be appointed	<b>Desirable</b>  These are extra qualities which can be used to choose between applicants who meet all of the essential criteria
<b>Qualifications</b>	Clean, current Driving Licence	MiDAS trained  PSV Licence
<b>Experience</b>	Capability to carry out accurate vehicle and user records.  Competent to undertake daily and weekly vehicle checks and basic maintenance.	Previous experience of driving School minibus
<b>Skills and Knowledge</b>	Good knowledge of relevant health and safety law and procedures.  Commitment to the highest standards of customer care.	First Aid Qualification or willingness to undertake training
<b>Personal competencies and qualities</b>	Ability to communicate at all levels.  Flexible, adaptable and good time-keeping.  Able to work on own initiative and organise own workload.  The ability to work as a member of a collaborative team as well as independently.  The capacity to remain calm and to cope with the unexpected.	
<b>Safeguarding</b>	Full understanding of safeguarding requirements  Commitment to implementing whole school policies relating to the safeguarding of children	

## **Terms and Conditions of Employment**

### **Salary**

£10.77 per hour

### **Working Hours**

Casual between hours of 7.30am and 7.00pm (zero hours contract).

It is to be expected that some evening and weekend work may be required to support Open Days, Key School Events and external Lettings.

Full Terms and Conditions will be defined in the Contract of Employment.

### **Safeguarding**

Alderley Edge School for Girls regards as paramount the welfare and safety of children. Whilst criminal convictions are not necessarily a bar, this safety consideration will be key to all decisions regarding the employment of staff, approval of volunteers and standards of external contractors. Any offer of employment is made subject to satisfactory Disclosure and Barring Service (DBS) and Barred List checks.

### **Equal Opportunities**

We are committed to treating all employees with dignity and respect regardless of race, ethnic background, nationality, colour, gender, transgender status, pregnancy, disability, age, sexual orientation, marital status, religion or belief.

### **Other Benefits**

The School offers membership of a pension scheme applicable to either teaching or support staff dependent on hours worked.

Staff may purchase a lunch from the School dining room, and refreshment facilities are available during the day.

We offer an Employee Assistance Scheme, alongside a number of other wellbeing initiatives.

There is free parking on site for all staff.

## **Other Information**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All applicants who are offered employment will be subject to an enhanced criminal record check and the Children's Barred List check for the Child Workforce from the Disclosure and Barring Service (DBS), which must be cleared before the appointment is confirmed. Candidates will be required to submit the subsequent DBS Certificate to the School prior to commencement of their employment. Candidates are also required to present relevant examination qualifications for inspection at the interview stage.

In accordance with the Asylum and Immigration act 1996, the School will require candidates to provide documentary evidence at interview that they are legally entitled to live and work in the UK.

AESG adheres to the Data Protection act and General Data Protection Regulations 2018. As part of the application process we will obtain and process information about you, including any criminal convictions you may have. All information will be kept confidential and will only be used to process your application.

If your application is unsuccessful, all your information will be deleted from our systems and disposed of in a secure manner.

Upon appointment the successful candidate will be required to complete a medical questionnaire which will be kept on their confidential personnel file.

The School is committed to equal opportunities for all of its employees and its policy is available on request.

AESG has a no-smoking policy throughout its buildings and grounds and a smart dress code.

## **Application Arrangements**

An application for the post should be made by submitting the following to the Headmistress, Mrs Nicola Smillie, either in writing, or by email to [staffrecruitment@aesg.co.uk](mailto:staffrecruitment@aesg.co.uk):

- A fully completed AESG Application Form
- A supporting letter outlining how your experience and/or personal qualities would enable you to successfully fulfil the requirements of the post and contribute to the development of a thriving School.

**Closing date for applications: 12 noon, Wednesday 8 November 2023**

**Interviews will be held in week commencing 13 November 2023**

*(If you have not been contacted by the interview date, your application will have been unsuccessful.)*