



# Alfriston School Sports College

Penn Road, Knotty Green, Beaconsfield,  
Buckinghamshire, HP9 2TS  
Telephone: 01494 673740  
Email: [office@alfristonschool.com](mailto:office@alfristonschool.com)



Dear Applicant

**ALFRISTON SCHOOL**  
**MINIBUS DRIVER**  
Fixed Term position (term time only)  
**12.5 HOURS PER WEEK MONDAY TO FRIDAY (7.40am-9am & 3.25pm-4.35pm)**  
Salary: Bucks Pay Range 2 £18,517- £20,800 per annum (pro rata)

**Required to start: As soon as possible until July 2019**

Thank you for showing an interest in the vacancy we have at Alfriston School. I hope after reading this information you feel able to apply for this post.

**To apply:**

Please complete the application form and write a letter of application (preferably in word) addressing each of the points in the person specification.

**Send the completed form, and letter of application to the school, either by post or to the following email address: [office@alfristonschool.com](mailto:office@alfristonschool.com)**

**Interview Date:**

tbc

If you require any further information please contact Mrs Anne Pickford, Academy Business Director on 01494 673740 Option 3 or email [office@alfristonschool.com](mailto:office@alfristonschool.com).

Yours sincerely  
Jinna Male

**Jinna Male**  
**Headteacher**

## ABOUT THE SCHOOL AND STAFF



Alfriston is an outstanding Special School with Sports College status for girls aged 11-19 with moderate learning difficulties and speech, language and communication difficulties, catering for 150 girls. We became an Academy on 1<sup>st</sup> March 2012. The school has been delivering high quality education since 1950. All the pupils have a statement of special educational need or education, health and care plan and are taught in small groups and with additional support. Our teaching staff are specialist subject teachers and are experienced in working with a range of special needs and abilities.

Pupils attend Alfriston from all over Buckinghamshire and some neighbouring counties. We also have weekly boarding provision for 20 pupils.

We consider the staff team as our most valuable resource. Training and development is a high priority in the school. There is also personal support given to staff to manage the diverse and challenging work needed to support pupils with significant special needs.

At present there are over 50 staff employed at the school working in the teaching, support, residential and administrative teams. We are proud of the excellent standard of education provided at Alfriston.

Our website is [www.alfristonschool.com](http://www.alfristonschool.com)

## JOB DESCRIPTION



**JOB TITLE:** Minibus Driver & Casual Caretaker  
**SALARY GRADE:** Bucks Pay Range 2  
**HOURS OF WORK:** 12.5 hours per week  
**RESPONSIBLE TO:** Site Manager

### Key Tasks

1. Driving the school minibus daily during term time to transport pupils from the local area to school and return home at the end of the school day.
2. Casual Caretaking

#### 1) Minibus Driving-Drive and be responsible for the day to day management of the school minibuses

- Drive the school minibus on a daily basis to assist with home to school transport and other school activities
- Carry out daily routine maintenance, visual checks and overseeing the log books of the vehicles
- Report any damage or defects to the Site Manager and assist with insurance claims where appropriate
- Ensure vehicle has sufficient fuel for school use
- Assist with minor repair works

#### 2) Casual Caretaking

Tasks around school as agreed with the Site Manager and paid as additional hours at the same pay rate:

- Check and replace lights, fluorescent strips, electrical fuses, plugs and clocks as appropriate
- Keep fire corridors and fire escape routes clear of obstructions
- Dispose of all waste materials
- Assist in the receipt, transportation and storage of deliveries to the premises
- Arrange for the portorage and assembly of furniture, equipment and materials within the premises

To undertake any other duties and responsibilities from time to time that may be reasonably required by the Site Manager.

This job description will be annually reviewed as part of the staff development programme. It may be amended at any time after consultation.

## PERSON SPECIFICATION



Criteria	Desirable	Essential
<b>Knowledge, Experience and Training</b>		
Ability to drive the school minibus and hold a D1 driving licence		✓
Experience of working with children/children with special needs	✓	
First Aid Certificate (or willingness to undertake training)		✓
Understanding of promoting positive relationships within the wider school community		✓
Understanding equality and diversity issues and implications form policy and practice		✓
Experience of maintaining premises in a school or similar environment	✓	
Knowledge of heating and/or plumbing systems and/or willingness to learn	✓	
Knowledge and understanding of all aspects of site security	✓	
Understanding of Health and Safety relating to security, Fire Safety and premises.	✓	
Experience of decorating and DIY activities.	✓	
Knowledge of efficient cleaning methods and materials	✓	
<b>Personal Qualities</b>		
Able to work on their own and take direction from the Site Manager		✓
A willingness to attend Health and Safety and First Aid Training		✓
Uses initiative and can be innovative		✓
Has good time management and is able to keep to deadlines		✓
Is a good team player		✓
Has a good attendance record		✓
A good communicator		✓