



# SHEBBEAR COLLEGE

## Part-Time School Transport Driver

Or

## Full-Time School Transport Driver/Assistant

To start: September 2024

We are looking to appoint a **part-time School Transport Driver** to drive the minibus at the start (around 7am) and end of the day (to around 7pm) OR alternatively a **full-time person** who will drive the minibus at the start and end of the day and spend the remainder of the day as an Assistant, helping across the school both in and out of the classroom. **Both roles are term time only plus INSET days initially.**

You will ideally hold a clean Category D1 PCV licence and be at least 21 years of age and have been driving for a minimum of two years. At a minimum, you will hold a clean Category B licence and commit to training for a Category D1 PCV licence.

Shebbear College is a small independent day and boarding school of around 300 pupils, for boys and girls aged from 4 – 18. Set in 85-acres of countryside between Dartmoor and Exmoor, it is an idyllic location in which to work. Class sizes are smaller than average throughout the school and we pride ourselves on knowing every pupil as an individual, recognising their potential and helping them to achieve their best, whatever that may be. This is what makes us special and stands us apart from other schools.

### **BENEFITS OF SERVICE**

- Working in a small friendly school in a stunning rural location
- Salary starting from £8,400 to £11,774 for part time School Transport Driver - Term Time only and with annual reviews
- Salary £17,052 for Assistant - Term Time only and with annual reviews
- £1,000 signing on bonus for qualified D1 PCV drivers, payable July 2025
- Training costs for a D1 PCV licence will be paid, plus £1,000 completion bonus
- Minibus may be kept at home overnight if suitable parking available (for school use only) saving on commuting cost and time
- Childcare fee discount

- Pension Scheme
- Health plan that provides significant coverage such as optical, dental, dental accident, chiropody, therapy treatments and health club concession. Access to Doctor line from anywhere in the world, scanning such as MRI, CT and PET scan
- Employee Assistant Programme
- Westfield rewards (discounts from various high street and online outlets)
- Free lunch and refreshments during term-time if on duty
- Health and Wellbeing Centre on site during term time
- Use of the school Gym
- Uniform provided

## **APPLICATION PROCESS**

All applicants must complete the Shebbear College application form which is available on the School website (please ensure that your referees include your current or most recent employer and we do not accept CVs). The completed application form must be accompanied with a covering letter (one side of A4) and be sent via email (preferably) to the HR Department [hr@shebbearcollege.co.uk](mailto:hr@shebbearcollege.co.uk) or by post to:

HR Department  
 Shebbear College  
 Shebbear  
 Devon EX21 5HJ

Further details about the School and an Application Form are available at [www.shebbearcollege.co.uk/jobs](http://www.shebbearcollege.co.uk/jobs)

No agencies please.

**Closing Date: Friday 9<sup>th</sup> August 2024 at 10am**

**Interviews to be held w/c 12<sup>th</sup> August 2024**

Early applications are encouraged and Shebbear College reserves the right to close the recruitment process earlier than advertised, should a high volume of suitable applications be received.

PLEASE NOTE: Shebbear College is committed to safeguarding and promoting the welfare of children, young adults and expects all staff to share this commitment including regular training attendance.

The successful applicant will be offered the post subject to receipt of satisfactory written references, proof of appropriate qualifications, Health questionnaire, a check of online search engines and websites of publicly available information that does not identify the applicant as potentially unsuitable to work within a school setting, proof of identity, a satisfactory Enhanced Disclosure from the Disclosure and Barring Service, an overseas police check if required and confirmation of the right to work in the UK. Please refer to the Recruitment Selection and Disclosures Policy and Procedure on the school website.