

KEW COLLEGE PREP



PART TIME MINIBUS DRIVER

OR

FULL TIME MINIBUS DRIVER/CLASSROOM ASSISTANT

TERM TIME ONLY (ie 36 weeks including INSET days)

CANDIDATE INFORMATION PACK



START DATE: September 2024 or possibly sooner

SALARY: £10,529 pa for the part time driver role (equates to £14.62 per hour)

£ 22,740 pa for the full time driver/assistant role

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Kew College Prep is an independent co-educational pre-prep and prep school for children aged 3 to 11 years. Based in Kew, West London, it is a friendly and family-orientated school which aims to prepare pupils for the modern world: balancing the academic experience and excellent pastoral care with creativity, exploration, and community.

We are looking to appoint a **part-time Minibus Driver** to drive the minibus at the start and end of the day 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 a Classroom Assistant, helping across the school both in and out of the classroom. Both roles are term time only.

The driving role is to operate a service transporting children to and from school. This will be from Chiswick to Kew and back. This is a new role.

You would be required to collect the minibus from school at 7:00am and pick up children from several pickup points in Chiswick, arriving back at school by 8.25am. At the end of the school day the children will be driven from school at 3.45pm taking the reverse route back to Chiswick before returning the minibus to school.

You need to be reliable and have the desire to deliver excellent customer service to all parties. You will need to be safety focused as caring for the children is paramount. You will need to be friendly and helpful as it is important that everyone you deal with feels comfortable and reassured. It would be an advantage to have experience of working with children.

The part-time role hours are: 7.00am to 9am and 3pm to 5pm, approximately.

For the full-time role, the hours will be from 7.00am to 5pm with a lunch break of one hour as well as another hour of rest break. Total working hours will be 8 per day.

This is a permanent role and is term time only (33 weeks per year plus INSET days).

The jobholder will report to the Bursar

Benefits:

- A Pension Scheme is available with 5% employer contribution
- Employee Assistance Programme
- A Cycle to Work Scheme
- 33% discount on fees after one full year of service (pro rata for part time staff)
- Regular staff socials

Requirements:

- Minimum age 21
- Minimum 2 years driving, ideally in passenger transport
- Full clean category D1 driving licence
- Minibus training will be provided
- First Aid Training – we can provide this if you do not have a valid certificate
- Enhanced DBS clearance - we will apply for this
- We will provide compulsory Safeguarding Training

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GENERAL RESPONSIBILITIES

- To transport pupils to and from school using the prescribed route
- To ensure the minibus has sufficient fuel
- To inspect the minibus before and after each journey
- To ensure the minibus is clean and tidy on a daily basis and thoroughly clean it on a regular basis
- Ensure that the pupils behave in an appropriate and safe manner during transport
- Report any incidents on the minibus to the Bursar as soon as possible

SAFEGUARDING, WELLBEING AND PASTORAL MATTERS

- To look after the wellbeing of all children in your care.
- To be aware of and implement all school policies and procedures, including safeguarding and child protection.
- To actively promote and model good practice in equality and diversity, safeguarding and health and safety.
- To be a positive, caring role model for all in the school community.
- To be an ambassador for the school at all times

HOW TO APPLY:

1. Please complete an application form to be found on our website at: [Vacancies | Private School Richmond | Kew College Prep](#) and send to recruitment@kewcollegeprep.com
2. Applications must be completed in full explaining any gaps in employment
3. The recruitment process will comprise an interview and a written task

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and an Enhanced DBS check. The School may carry out online searches on shortlisted applicants. The post is exempt from the Rehabilitation of Offenders Act 1974. The School is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are “spent” unless they are “protected” under the DBS filtering rules) in order to assess their suitability to work with children.” Kew College Prep is an equal opportunities employer and is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination. All hiring decisions are based on merit.