

JUNE 2021



DOWNSEND
SCHOOL

Inspiring Young Minds

Join the Inspiring World of Downsend



Downsend School
1 Leatherhead Road
Leatherhead
Surrey
KT22 8TJ

Candidate Brief

Non-Teaching

School Minibus Drivers

Details for applicants

Downsend is a forward thinking and innovative independent school providing education for children aged 2-16 years. Based over four sites we have three separate Little Downsend Schools for children aged 2-6, overseen by one Headteacher and each feeding into our main Downsend site where we teach children aged from 7-16. We prepare our children for the future with a creative approach to learning that inspires young minds. From nursery through to GCSEs, we provide the platform for academic success.



We are looking to appoint minibus drivers to start September to provide transport for our pupils in the home to school runs each day during term time and taking students and teachers to events and fixtures during the day. This could be the same person or the role can be split to just mornings/just afternoons and someone else to do ad hoc driving for fixtures etc. The role profile gives an indication of the tasks and responsibilities involved in this role but can only give a list of duties and cannot fully convey how the school works. Therefore, if you would like further information about the role and responsibilities, please email Sue Wood, HR Administrator on sue.wood@downsend.co.uk who will be pleased to discuss it with you.

The school day starts at 8.30am and finishes at 4.20pm. We require drivers to cover the morning run from home to school. Start time would be 6.30-8.30am. We also require drivers to cover the return journeys in the afternoon from approximately 4.45-6.45pm. We are also looking for daytime drivers for children to be driven to fixtures and other sporting events during the day. This is a term-time only role with the possibility of some holiday driving by mutual agreement. You would be expected to undertake any necessary training required for the role including Safeguarding Training.

Downsend is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. This means we will undertake pre-employment background checks before any appointment is confirmed. All appointments are subject to an enhanced Disclosure and Barring (DBS) check. It is also essential and a mandatory condition of your employment that you undergo criminal, police or embassy record checks (as appropriate) from all countries, outside of the UK, where you have lived and/or worked for 3 months or more in the last 10 years or where you have completed your teacher training (or relevant qualifications) if not in the UK. Please note that checks are not required prior to the age of 16.

How to apply

We are delighted that you are interested in joining Downsend School. To apply:

- Visit www.downsend.co.uk to see more about our schools
- Download and complete the application form
- Email the application form plus a covering letter to hr@downsend.co.uk
- You may also send a CV if you wish, but this must be in addition to the application form, not instead of it.

Overview of employee benefits

Downsend aims to offer every member of our team a competitive salary, a range of great benefits and opportunities for career progression.

Our benefits include:

- Pension
- Cognita Care First - Employee Assistance Programme
- School fees discount (conditions apply)
- Lunch available
- Free on-site parking
- Cycle-to-work scheme
- Reimbursement for eye tests every two years for VDU operators
- My Staff Shop - discounts for staff across a range of companies

Next steps

The closing date for applications is Friday 30 July 2021. Candidates will be contacted after the closing date if they have been selected for interview, which will take place the following week. All applicants will be advised of the outcome of their application.

Please do contact Sue if you have any questions. We look forward to receiving your application.

Ian Thorpe
Headmaster

