



# Marymount

INTERNATIONAL SCHOOL LONDON

## *Candidate Information Pack*

### *School Transport Driver (Part time, term time)*



Marymount International School, London is an independent day and boarding school for girls, nurturing the limitless potential of curious, motivated students (ages 11 – 18) of diverse faiths and backgrounds. Inspired by the charism of the RSHM, we proudly stand as the first all-girls' school in the UK to adopt the International Baccalaureate curriculum, which promotes independent thought within and across a broad range of disciplines.

Marymount girls love to learn and learn to love in an inclusive environment that challenges and supports them as they develop into their best selves. They are empowered to build confidence, spirituality, leadership skills and a sense of self on a seven-acre idyllic garden campus conveniently located just twelve miles from London.

Who we are teaching is as important as what we are teaching. Whether innovating in our STEAM Hub, debating in class, dancing on the stage, or learning a new world language, students are encouraged to sharpen their critical thinking skills, collaborate with others, and celebrate our diverse community of over 40 nationalities.

The School's holistic approach to learning delivers a well-rounded education that promotes excellence in all areas of school life. Securing top university placements beyond Marymount, our graduates are global citizens prepared to make a difference in the world.



We have a new opportunity for a **School Transport driver** to join our Maintenance and Facilities Team. This role would report to the Bursar via the Assistant Accountant. The person will have responsibility for running a punctual service along a specific transport route to and from school, ensuring that students travel safely. **This is a part-time job during term time.**

The normal hours of work will be split shifts from 6.00am to 8.00am and 4.00pm to 8.00pm, Monday to Friday, term-time only and on an ad hoc basis when there are activities that require transport. Salary will be £14.15 per hour.

### *Duties and Responsibilities*

- To drive the School vehicle on a set route, mornings and afternoons, ensuring that students arrive at School on time and depart on time each day.
- To drive the School vehicle on an ad hoc basis when there are activities that require transport.
- To comply with all statutory and School regulations regarding the driving of School vehicles.
- To ensure passenger safety at all times.
- To liaise with the Bursar on a regular basis, to manage issues as they arise and ensure an excellent service.
- To behave in an appropriate manner so as to present a good image of the School to girls, parents and members of the public.
- To observe Health & Safety regulations.
- To clean and re-fuel allocated vehicle/s on a regular basis.
- To undertake any related tasks that may reasonably be requested by the Bursar, working as a team member and being prepared to support colleagues during busy periods. A willingness to work additional hours at other times.
- Committed to operating as part of the School community.

## **Fault Checking**

- Drivers are to check their vehicles before setting out on any journey. (A suggested check list is WATER, OIL, FUEL, SEAT BELTS, LIGHTS, TYRE PRESSURES, BRAKES). If not satisfied with the safety of the vehicle, the driver should report to the Business Office.
- Any fault discovered while driving should be reported to the Business Office as soon as possible.

## **Routes**

General route plans will be laid down when a vehicle is detailed for a journey. There is to be NO deviation from these routes apart from obvious diversions for traffic problems, etc. Drivers are not to take instructions for route deviations from passengers.

## **Accident Procedure**

In the event of an accident, drivers are warned NOT to admit any liability to include the making of any offer, promise or payment which may be construed as such an admission. They should obtain particulars of the name, telephone number, address and insurance of the driver of any other vehicle involved and furnish only this information (\*), together with their name, telephone number and address and that of the school when required. In all but the most minor cases, where no personal injury or appreciable damage is involved, the Police should be informed immediately. If possible, the driver should try to obtain the names, telephone numbers and addresses of any independent witnesses.

After any accident, however minor, the Business Office is to be informed as soon as possible.

## **Conduct of Drivers**

- Drivers are employees of Marymount International School and should conduct themselves appropriately at all times as representatives of the School.
- Drivers are NOT to smoke / vape while driving, nor in the vehicle at any time.
- Drivers are NOT to use a mobile phone while driving or while the engine is running.
- Drivers are NOT to drink intoxicating liquors or be unfit for work owing to the influence of alcohol or drugs while on duty as drivers,
- Any driver who is undergoing a course of medical treatment which involves the use of drugs should seek advice from the Bursar or Deputy Bursar before undertaking a journey.

## **Conduct of Passengers**

Unless a member of staff is travelling with students, in which case he / she will be responsible for their discipline, the driver is in complete charge of the vehicle. His / her instructions are to be obeyed by passengers. Even when another member of staff is travelling, the driver's decision is final on anything affecting the safety of the bus or passengers. The driver and all passengers are required to use the seatbelts provided.

## **Safeguarding**

- Comply with safeguarding policies, procedures and the School's code of conduct.
- Demonstrate a personal commitment to safeguarding and student/colleague wellbeing.

## **Other Duties**

- Attendance and support at key School events, when required.

- Identify personal training needs and participate in training and performance development whenever required.
- Any other duties as required by the Bursar and commensurate with the post.

## *The Person*

### **Essential**

- Reliable, personable, work well with students
- Take pride in their work and vehicle
- Use their own initiative
- Professional and friendly demeanour
- Flexibility, enthusiasm and commitment
- Ability to create a calm and caring environment

## *Qualifications and Training*

### **Essential**

- Full, clean valid UK driving licence

## *Ethos & Whole School Values*

### **Essential**

- Committed to Marymount as a school with high academic standing, providing a holistic education and outstanding pastoral care.
- Committed to the RSHM values.
- An understanding and affinity with the School's Catholic ethos.
- Committed to operating as part of the School community

### **Desirable**

- A willingness to give generously of their time and support school events and activities

## *Safeguarding & Pastoral*

### **Essential**

- Committed to safeguarding and promoting the welfare of children and young people
- A satisfactory Enhanced Disclosure from the DBS



## *How to apply*

Completed applications should be returned to [HR@marymountlondon.com](mailto:HR@marymountlondon.com) along with a covering letter.

Interviews at school: **Early applications are encouraged and will be reviewed upon receipt.**

Salary: £14.15/ hour

Start date: Monday, 4 September 2023 **(with Staff induction and training on Wednesday 30 August)**

Marymount International School, London is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced DBS check and satisfactory references.

Marymount International School, London is proud to be an Equal Opportunities employer and welcomes applications from all sections of the community. Our Marymount family is richly diverse with many different backgrounds and cultures represented. This diversity is valued and respected. All job applicants will be considered solely on their ability to do the job.