



PRINCE'S MEAD

MINIBUS DRIVER

(Term-time only or bank work)

at Prince's Mead School

Winchester

Prince's Mead School, Worthy Park House, Kings Worthy, Winchester, Hampshire SO21 1AN
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PRINCE'S MEAD

A word from Adam King, the Headmaster:

Thank you so much for your interest in this role at Prince's Mead.

Prince's Mead is an ambitious, vibrant and exciting school with a tremendous spirit where, above all, happiness reigns.

Situated on the outskirts of Winchester, the school is ideally placed to benefit from the cultural heritage of a historical city as well as enjoy the scenic countryside of the beautiful Itchen Valley.

I have only been the Headmaster of Prince's Mead since September 2022. I quickly realised that this is truly a special place with a caring, supportive community. The Crown Values are the bedrock of the school and the purpose and aims of the school provide strong direction. Together, the Governors work closely with myself, the Bursar and the SLT to provide a strategy and development plan to make the school the best it can be.

I hope you enjoy reading this information pack and browsing our website and social media. It's a very exciting time to be joining the team at PM and I look forward to receiving your application.

Kind regards,

Adam King
Headmaster



PRINCE'S MEAD

BACKGROUND TO THE SCHOOL

Founded in 1949 in Winchester, Prince's Mead is a co-educational day preparatory school for children aged 3 to 11. These characteristics allow it to stand out from other independent schools in the area and place it in a unique position to enable children to move on to a wide variety of secondary schools and particularly the very good 11+ day schools in Hampshire and beyond. Senior school destinations are never prescriptive, however, and the school works closely with parents to prepare children for the full range of possible choices.

Prince's Mead is located in a glorious setting, occupying Worthy Park House; a large former Georgian residence dating back to 1820. With wonderful views across the Itchen Valley, the twelve acres of grounds complement the house and provide a perfect setting for delivering education as well as an impressive sport offering and other co-curricular activities. Enhancements have included a multipurpose sports hall, music practice rooms and the latest development of four new classrooms and a modern kitchen and dining hall (completed in 2019). This latter work has also allowed for the redevelopment of the Coach House in order to provide an Early Years facility, which is proving highly popular. The next big project will be focusing on our teaching provision including the roll out of the PSB model and an exciting investment in a Virtual Learning Platform (VLE) and personal devices.

Prince's Mead is very strong academically and offers a fantastic breadth in its curriculum. There are dedicated classrooms for Science, ICT, DT and Art. Music is important both in the classroom and through peripatetic music teachers. The school is known for its outdoor education and has its own Forest School in Gray's Wood. Children experience several day trips throughout the year and by the end of their time here will have climbed two mountain peaks in the UK. Prince's Mead is the only prep school in the country to have a teacher in charge of Adventure and Exploration! Many more details about the curriculum and extra-curricular offerings are available on the school's website at princesmeadschool.org.uk.

The school is the only independent school in the area to operate a free minibus service in the mornings and afternoons. The red minibuses have become iconic in the local community to assist with travel. The school currently has 290 children on roll and there are exciting plans to develop the buildings and facilities further.

The school met all standards of regulatory compliance when it was inspected by the Independent Schools Inspectorate (ISI) in May 2023 and was found to be excellent in all areas of the Integrated Inspection.



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GENERAL OVERVIEW

Prince's Mead School aims to recruit a proactive Minibus Driver to support our growing fleet of Minibuses. This could either be a Term-Time only role with work split into a morning and evening routine, or bank/relief driver work. Working for the Transport and After School Clubs Manager, the Minibus Drivers are responsible for ensuring the safe transport of pupils to and from school as well as supporting School Trips and offsite activities. We currently have a fleet of 7 buses which run 3 times a day to Winchester and the surrounding area.



JOB DESCRIPTION

- Driving a Prince's Mead School minibus (14 or 16 seats) with pupils as required during the week for sports fixtures or school trips.
- Responsible for the health and safety, comfort and welfare of pupils and staff.
- Carrying out daily and weekly vehicle checks, and to carry out basic maintenance.
- Reporting any vehicle defects and faults to the Minibus Supervisor and any incidents and accidents to the Transport Manager.
- Ensuring the vehicle is in a clean and roadworthy condition before and after use and cleaning the inside and outside of the bus on a regular basis as required.
- Refuelling vehicles as required.
- Drivers must enjoy the challenge of driving and understand the skills required of driving a larger vehicle with children age between 5 – 11 years old.
- Maintaining company image; working attire should be worn at all times and kept in a clean and tidy condition.
- This position involves working directly with children so a pre-employment Enhanced DBS (Disclosure & Barring Service) check will be required.
- Working within health and safety guidelines and other guidelines that may be issued from time-to-time.
- Working within the constraints and guidelines as set out in the Minibus Drivers' Operating Instructions.
- Undertaking any associated duties as required by the Transport and After School Club Manager and the Domestic and Lettings Manager, for example setting up the hall for assemblies.
- Be aware of relevant events at Prince's Mead throughout the year and implications for own work.



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PERSONAL SPECIFICATION

- The post holder will be able to keep calm under pressure and maintain good humour when things are not going to plan.
- A clean UK Drivers Licence with no previous disqualifications.
- Drivers will be expected to undertake MiDAS (Minibus Driver Awareness Scheme) accreditation if not already obtained.
- Knowledge of local area desirable with ability to pre-plan journeys further afield.
- Able to work and support other members of the Transport driver team where required or for absent colleagues on our different bus routes. All drivers are required to learn all our bus routes, which full training will be given on.
- Able to respond to emails, maintain an organised diary, be punctual and ready to work.
- Able to communicate with pupils, parents and school staff in a confident polite manner, ensuring that the children adhere to the driver instructions, whilst maintaining high behavioural standards.
- Able to work using own initiative and may need to make decisions in an emergency situation, following the school emergency procedure.



REMUNERATION and OTHER BENEFITS

Salary is dependent upon qualifications and experience. There are further benefits including: pension, free lunch and tea and onsite parking.

Term-time only (36 weeks a year). Usually around 20 hours a week for a Main Driver or hourly rate for Bank Driver.



EQUAL OPPORTUNITIES STATEMENT

As an equal opportunities employer, Prince's Mead is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join Prince's Mead.



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APPLICATION PROCESS

1. There is no closing date for applications.
2. Applicants are asked to complete the school's application form provided (it's important to include two named referees), as well as a covering letter (no more than one side of A4). The letter of application should offer a personal insight into the skills and aspirations of the candidate.
3. Prince's Mead is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to an enhanced disclosure from the DBS.
4. At the short list interview, applicants will be interviewed by the Headmaster, as well as other members of the Senior Leadership Team.
5. Please email your completed application form and covering letter to recruitment@princesmeadschool.org.uk.



SAFEGUARDING STATEMENT

Prince's Mead puts at the centre of its operation the safeguarding of the pupils of the school. There is a commitment to keep safeguarding at the forefront of every employee and volunteer's mind. We encourage a culture of challenge, not just to act when there is a need, but also in the way we think to ensure the risks of harm to the pupils' individual welfare are minimised.

This post is exempt from the Rehabilitation of Offenders Act 1974. Job applicants will undergo appropriate child protection screening and pre-employment checks will be carried out; references will be sought and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

Successful applicants must complete mandatory pre-employment training in safeguarding and other key areas before the commencement of employment.

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders, both of which are available on request. If shortlisted, you are required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account.