



Heathfield School  
Ascot

*Appointment of*  
**Minibus Driver**

On-going and September  
2024

## Welcome to Heathfield

Heathfield is a warm and welcoming school, an inclusive community which puts its students at its heart. As an intentionally smaller school, we can genuinely focus on individuals, supporting and inspiring them to strive and achieve. Everyone is known and important here, and the school celebrates the achievements of every girl. Eleanor Beatrice Wyatt founded Heathfield in 1899, to enable girls to 'see the sky'. This remains our mission today, amidst the different challenges of the Twenty-First Century.

During our 125th anniversary year, history and tradition remain important to us. However, Heathfield is a forward-thinking school. We continue to evolve, striving to provide an education that is both truly outstanding and overwhelmingly relevant. I have a clear, creative, and ambitious vision for the school and am looking to continue to build an outstanding team that shares this commitment.

The greatest asset of any school is its staff. We are building a team of extraordinary people, a community united in its mission to do the very best for every pupil. Our personalised and individual approach is central to making sure that every girl is happy, confident and ambitious. This is what enables them to reach their academic, social and emotional potential.

Academic achievement is central to our purpose. We are looking for a dedicated and able colleague to join our team. Heathfield is a dynamic environment in which capable and caring people do innovative things that make a real impact. If that is you, I would welcome your application, and I look forward to meeting you.

**Sarah Rollings**  
**Headmistress**





## Heathfield School

Heathfield is a vibrant independent boarding and day school for girls. It is a member of GSA and BSA. There are approximately 250 pupils, aged 11–18, approximately 60% of whom are boarders. Recent developments in the boarding model have created a modern, integrated community of full and weekly boarders, alongside day girls. The result is a warm, inclusive and friendly community, where all can flourish.

The School occupies an attractive, 36 acre, site on the edge of Ascot. Extensive outdoor spaces and woodland provide an inspiring, rural environment, though only half an hour from Heathrow airport and on a direct train line to Central London.

Resources for learning are excellent, and constantly evolving. A modern theatre was completed in 2009, followed by a STEM Centre in 2015. Most recently, the new, multi-million pound Cadogan Sixth Form Centre has provided dedicated learning accommodation for A Level students, alongside the most modern of social spaces.

Technology is embedded within the academic life of the school, including through a multi-media recording studio.

There are extensive facilities for sport and exercise. In addition to playing fields, there is a Sports Centre including modern fitness gym, dance and spin studios alongside a 25m indoor pool. Wellbeing has a high profile in the life of the community.

There is an extensive programme of co-curricular activities, in which all girls are encouraged to take part. This includes a vibrant and varied programme of weekend activities in which both boarders and day girls participate.

## The Department

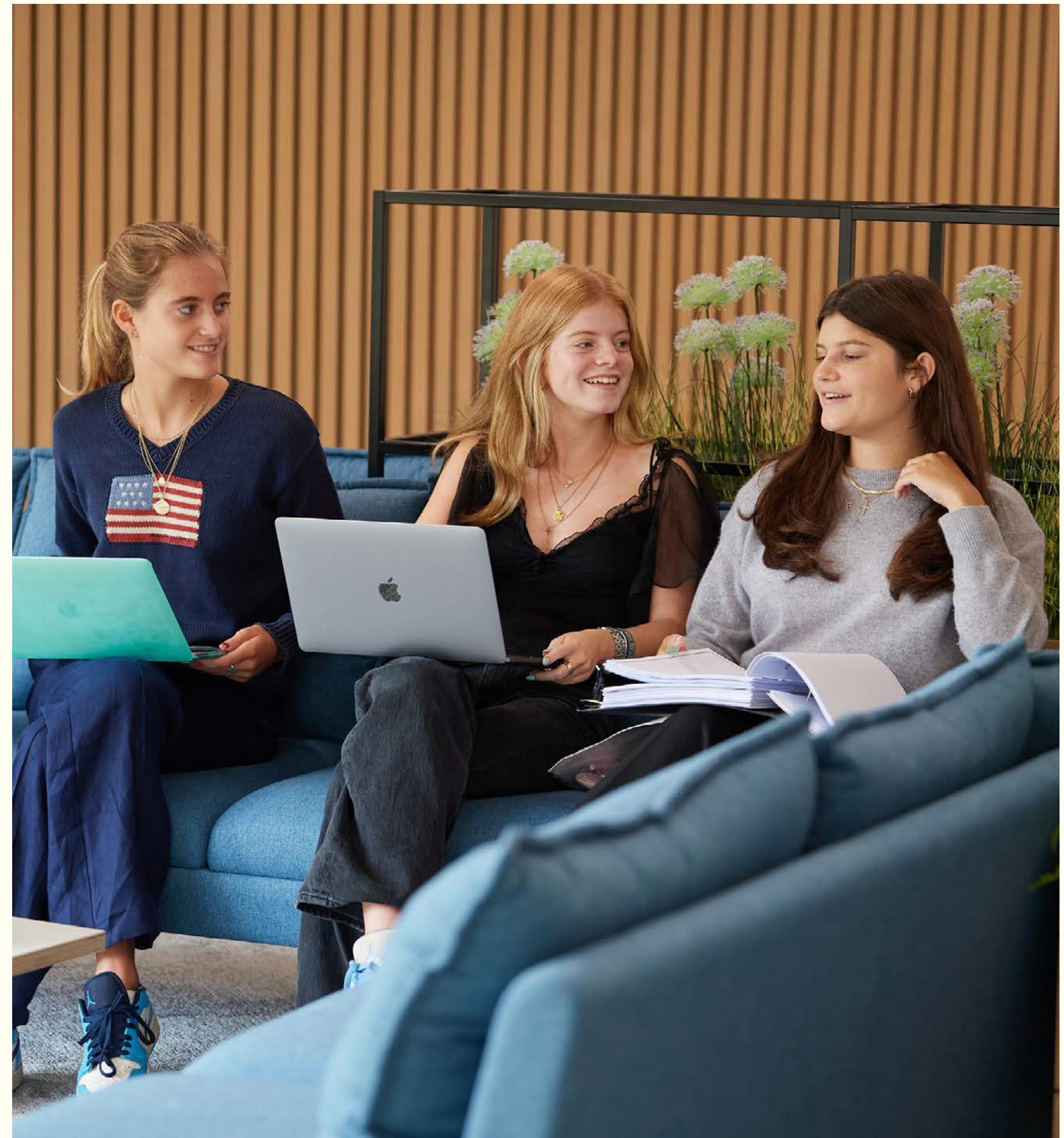
Part of a small team, you will be expected to safely operate the School's bus routes, collecting and returning pupils from designated pick-up points and delivering them to the School. This role requires a morning and evening shift. There are several mini-bus routes within 20 miles of the School grounds, which may change depending on the School catchment area. Whilst a part-time, term-time-only role, extra hours may be available during the day, evenings and or weekends. The timings may also need to be adjusted in conjunction with the post holder, depending on demand and traffic conditions.

## The Role

Job Title:	Minibus Driver
Line Manager:	Bursar and Clerk to the School Governors
Start Date:	On-going

## Key Responsibilities

- To operate the School Minibus route as specified, ensuring pupils are collected from designated stops on time and delivering to the School in the mornings and then reversing the process in the afternoons.
- To ensure you know all bus routes and complete the daily minibus register for your route. Keep alert to road works, which could cause delays and communicate these with the line manager.
- To assist in order and discipline at all times, in and around the bus. Enforce the law regarding the use of seat belts and report any behavioural problems to your line manager and providing full details.





## Key Responsibilities continued:

- To ensure the minibus is kept clean and in good conditions, daily visual inspections, checking tyres/lights/oil/screen wash etc...
- Abide by the law and Highway Code, ensuring passenger safety.
- Check the first aid box ensuring it is up to date.
- Liaise directly with parents when needed.

## Person Specification

- Full, clean current driving licence, including minimum Category D1.
- Minimum 2 years of driving experience, preferably in a similar role.
- Excellent timekeeping and communication skills. Well organised, calm under pressure
- and capable of using their own initiative.
- Previous experience working in a school is desirable but not essential.

## Terms

### **Salary**

£16.28 per hour. Compulsory INSET days will be paid in addition.

### **Pension**

Eligible staff will be automatically enrolled onto the contributory pension scheme.

### **Meals and Refreshments**

We provide a nutritious lunch in the Dining Hall during term time and refreshments are available throughout the day, both are free of charge.

### **Personal Accident Insurance Scheme**

The School currently participates in a Personal Accident Insurance Scheme.

### **Fee remission**

The School currently offers a generous discount on fees should their daughter(s) attend the School.

### **Parking**

Free parking is available on-site.

### **Welfare and Other Benefits**

Welfare initiatives available include the use of the School's swimming pool and gym (at set times), access to discounted massage and reflexology sessions and yoga classes. The School has medical care with the addition of access to a counsellor. Staff also have access to the Employee Assistance Programme which provides caring and compassionate advice and support on professional and personal matters. We also offer the cycle-to-work scheme.

### **Equality and Diversity**

Staff are expected to promote equality of opportunity for all pupils and colleagues, both current and prospective, and support an environment that values diversity.

### **Promoting British Values**

Heathfield recognises the importance of placing emphasis on fundamental British values in the curriculum and all other aspects of school life. These values reflect the ethos of the School and all members of the community have a role to play in delivering the values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs. All staff are responsible for promoting these values when opportunities arise.

## Application Process

Applications should be submitted on the School's forms, which can be accessed by [clicking here](#). The completed form should be accompanied by a letter of application and submitted by email to [recruitment@heathfieldschool.net](mailto:recruitment@heathfieldschool.net).

Closing date for applications: Insert Closing Date

Interviews: Insert w/c interview dates

Applications will be acknowledged and will be evaluated against the selection criteria. We reserve the right to call suitably qualified candidates to interview before the closing date. Early applications are therefore encouraged. Heathfield School welcomes applications from all sectors of the community. Right to Work in the UK is essential.

### **Safeguarding and Child Protection**

Heathfield School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Enhanced Disclosure and Barring Service check. Heathfield expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding Children and Child Protection policy and procedures at all times.

Heathfield School is an equal opportunity employer, committed to diversity and the creation of an inclusive environment for all employees. Employment selections are made according to suitability for the post, irrespective of background or protected characteristics.

GIRLS  
FIRST



Heathfield School  
Ascot

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