



# Fettes College Preparatory School

## SCHOOL MINI BUS DRIVERS (Part Time)

Responsible to: Head of Security

### THE ROLE

We have a new and exciting opportunity for part time school bus drivers to join our team at Fettes College Prep School. We take pride in operating a modern fleet, providing the highest standards of customer service. This is a new and innovative school service, designed to enhance the transportation experience for students within the local area and on dedicated routes. By joining us you will be part of a forward-thinking initiative that not only ensures safe and reliable transport but also sets new standards in school bus services. Your role will be crucial in providing a seamless, efficient and enjoyable journey for our students, reflecting our commitment to excellent and child safety and care.

### Key Responsibilities

- Drive a school minibus on morning school pick-ups.
- Check the bus for defects before each daily run.
- Register children who use the bus each day.
- Ensure all children are properly seated and use fitted seatbelts.
- Be responsible for the safety and welfare of children during the journey to school.
- Liaise with parents and the prep school office if children are not at the pick-up points.
- Check for lost property.
- Undertake brief driver assessment and appropriate training as required.
- Fuel the vehicles.
- Be willing to help at other times of day - on request only.

### Qualifications and Skills

- Experience of professional driving, PSV / DI / Emergency Services (desirable but not essential)
- Experience of working with children

- Full and clean driving license with a minimum of 2 years' experience
- Commitment to health and safety and child protection legislation

### Personal Qualities

- Excellent communication skills, flexibility, patience, sense of humour and enthusiasm
- Strong team player
- Flexible and kind attitude
- Ability to represent the school professionally when dealing with children and parents

### BENEFITS

Hours of Work: Monday to Saturday, 6.30 am to 9 am, term time only.

In addition to being part of a great team you will be entitled to a range of benefits that include:

- £15/hour.
- Parking within the campus grounds. The campus is easily accessed by car and bus; there is a bus stop located outside the campus serving several routes across the city and to rail stations.
- Free meals when you are on duty, typically breakfast.

### APPLICATION PROCESS

The closing date for applications for this role is **Friday, 19<sup>th</sup> July 2024**.

To apply please go to our website and follow the link for this vacancy:

[www.fettes.com](http://www.fettes.com). If you would like further information prior to applying for this role, please contact Mr Andy McGowan on 0131 241 1000.

An offer of employment will be subject to two satisfactory references being obtained from your referees and a clean report being obtained on you from the Disclosure Scotland PVG Scheme in view of the contact you will have with children during your normal duties.

We are passionate about creating a diverse workforce and welcome applications from under-represented communities. We particularly encourage applications from Black, Asian, and Minority Ethnic (BAME) candidates. If you would like to have an informal chat about the inclusive culture at Fettes College, or have any questions about how this might work for you, please contact Sadia Hussain-Savuk (DEI Lead) at [s.hussain-savuk@fettes.com](mailto:s.hussain-savuk@fettes.com).

## About Fettes

Founded by Sir William Fettes in 1870, it was originally a boy's school and started admitting girls in 1970 and is now an independent school of some 770 students. There are 580 students in the Senior School (13-18 years) and 190 students in the Preparatory School (7-13 years).



The school stands on a magnificent site of approximately 100 acres, within walking distance of Edinburgh's city centre and is a leading HMC co-educational independent boarding and day school, with a Prep school for students starting at age 7. The historic main building was designed by one of Scotland's leading architects, David Bryce, and holds the Chapel, Library, the English, Classics and History Departments as well as the Medical Centre and two boarding houses. A large purpose-built teaching block (the Spens Building) houses Art, Modern Languages, Mathematics, Economics, Geography and Music. The Theatre, Science Laboratories and Dining Hall are adjacent. The Preparatory School and seven further boarding houses (including Craigeith, our U6th House, specifically designed to prepare students for university) are also on the campus. Our sports facilities (including extensive playing fields, two all-weather pitches and a private Health Club) are excellent.

Known for its academic excellence, Fettes is unique in Scotland in following the English curriculum of GCSE examinations and the dual pathway of A Level and International Baccalaureate (IB). Fettes has a strong focus on pastoral care and all-round education, providing students with *'A place to live. A place to learn. A place to grow'*.

We are a community of more than 1000 individuals, consisting of circa:

- Nearly 800 students (with c 600 in the senior school)
- 130 academic staff (with c 100 full time members of the Common Room in the senior school)
- 240 operational staff across a range of departments