

## ERSKINE STEWART'S MELVILLE SCHOOLS



### **Job Description**

#### **Driver/Messenger**

#### **Purpose of Job**

To ensure delivery of mail between sites is done speedily and efficiently, and to assist janitorial teams with mail collection and delivery on each site, and with the transportation of pupils and staff by minibuses.

#### **Accountability**

The Driver/Messenger is accountable to the Logistics Manager.

#### **Authority**

The Driver/Messenger has authority as delegated by the Logistics Manager and other promoted staff.

#### **Key Relationships**

The Driver/Messenger will liaise closely with the Head Janitor and other members of the janitorial teams on a daily basis. They will liaise regularly with the Logistics Manager and the Transport Co-ordinator.

#### **The Post:**

#### **Key Responsibilities:**

#### **Vision and Values**

- Promotion of ESMS values of Kindness, Confidence, Resilience, Integrity, and Curiosity in all aspects of the role.
- Promotion of role modelling behaviours that align with the three school pillars of Ambition, Innovation, and Community.
- Fostering an environment that supports the development of these values among students and staff.

#### **Working with Others**

- Compliance with all ESMS policies and procedures
- Treating people fairly, with dignity and respect to maintain a positive school culture
- Taking responsibility for personal development.

#### **Community**

- Positive relationships with parents and the wider ESMS community

#### **Safeguarding**

- Adhering to the principles and guidelines of "Getting It Right For Every Child" (GIRFEC)

to ensure every child receives timely and appropriate support with their welfare as paramount.

## Supporting the leadership of the Schools/ Duties and Responsibilities

- **Internal Mail Collection and Delivery**

The Driver/Messenger will collect internal mail from the main reception area on each site, and other agreed locations, sort it, and transport it (where appropriate) to the main reception and other agreed locations on the other site. They will assist the janitorial teams to deliver within each site, when possible.

- **External Mail**

The Driver/Messenger will collect franked mail for posting from agreed locations during the day and will take it to a Post Office.

- **Transport**

The Driver/Messenger will drive pupils and staff by minibus, according to the weekly schedule produced by the Logistics Manager.

- **Other Collections and Deliveries**

The Driver/Messenger will deliver and collect other items, whenever possible, on behalf of the Principal, the Chief Financial Officer, the Chief Operating Officer and the Logistics Manager, both within the school sites and externally.

- **Relief Janitorial Duties**

The Driver/Messenger will be available, outwith term-time to act as holiday relief for janitors on either site, subject to their own holiday arrangements, and in agreement with the Compliance Manager and Logistics Manager.

## Person Specification

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Knowledge of Health and Safety procedures and best practices.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience in a Janitorial or a caretaking role</li> <li>• Previous cleaning experience</li> <li>• Previous experience of working in a school setting</li> <li>• Training and experience of manual handling.</li> </ul>
<b>Education/Qualifications</b>		<ul style="list-style-type: none"> <li>• First Aid qualification.</li> </ul>
<b>Skills/ Abilities/ Capabilities</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills (orally and in writing) and interpersonal skills, for the purpose of Health and Safety and the ability to follow instructions</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ability to multi-task and prioritise own workload with good attention to detail</li> <li>• Excellent self and time-management skills</li> <li>• Proficient in the full Microsoft.</li> </ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Boundless energy and resilience to allow challenges to be viewed as opportunities</li> <li>• Dealing with every situation calmly and professionally</li> <li>• A desire for fairness, dignity, and respect in every interaction</li> <li>• Active listening and authenticity</li> <li>• The highest level of personal integrity</li> <li>• Independent, self-motivated, and organised; with an ability to work independently and as part of a team.</li> </ul>	
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Full, clean UK Driving Licence.</li> <li>• Driving License with minibus and trailer entitlement (D1 and D1E).</li> </ul>	

## REMUNERATIONS AND OTHER CONSIDERATIONS

As an equal opportunities employer, ESMS 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 ESMS.

<b>The post</b>	This is a temporary, full time position available from 11 August 2025 (subject to satisfactory pre-employment checks) initially for 3 months until 14 November 2025.
<b>Hours</b>	The hours of work will be Monday to Friday 07:00 – 17:00 with 45 minutes unpaid for lunch each day. There is entitlement to a free school lunch during term time. A paid working week of 46.25 hours.
<b>Salary</b>	The salary for this role is £30,944 per annum.
<b>Location</b>	The Driver/Messenger will work across all school sites including Inverleith.

<b>Holiday</b>	Entitlement is to 25 days' annual holiday leave plus 10 days' statutory holiday when the schools are closed. The Schools holiday year runs from January to December.
<b>Pension</b>	Candidates will be enrolled automatically into the School's Pension Scheme.
<b>Eligibility</b>	ESMS is unable to sponsor the employment of international workers in this role. International applicants will therefore be unable to apply for and secure a Skilled Worker visa. The successful candidate will only be able to take up this role if they can demonstrate an alternative right to work in the UK.
<b>Staff Benefits</b>	Staff are offered a range of benefits including: use of the Schools' swimming pool and fitness room outside school hours and membership of the ESMS Discount and Benefits Scheme, including a range of discounts at 130,000 retail and entertainment locations, as well as access to our EAP provider, Care First.

**The closing date for applications is 12pm on 9 June 2025. We anticipate interviews will be held shortly thereafter.**