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**The Compass School**

Appointment of

**School Driver**

April/May 2025

Applications are invited from suitably experienced, enthusiastic and committed driver for the above post, which will be tenable from **April or** **May 2025**.

**The School**

The Compass School is an independent primary school in East Lothian for girls and boys from pre-school (Nursery) to Primary Seven. Children attending the School enjoy its friendly and caring environment in which they can feel secure and happy and in which they are encouraged to succeed, developing confidence, skills, and ability. Our small class sizes allow each child to enjoy an extremely high level of individual attention. Over the years, the School has built up an excellent reputation for providing high quality education and for the excellent results it achieves with our children. In 2022, The Compass achieved Gold status as a UN Rights Respecting School. In recent years, the School has been awarded ‘Champion School’ status by iTeach and became one of Scotland’s first Digital Schools in recognition of its work in digital learning within the curriculum.

The School is located in a beautiful setting in Haddington, which is situated less than fifteen minutes along the A1 from the outskirts of Edinburgh.

Further information on the School can be obtained from the School's website at [www.thecompassschool.co.uk](http://www.thecompassschool.co.uk/) .

**The Post**

**Post: School Driver**

**Job Summary**

The post holder is responsible to the Headteacher for regular driving duties and maintenance of the three School vehicles (two minibuses and a people carrier). A key part of the role is to ensure that all vehicles are kept in good order and that basic repairs and day-to-day maintenance are carried out; this will include ensuring the vehicles are fueled, topped up as necessary with screenwash, oil and other fluids. They should also keep the vehicles clean and in a good state of general repair. A clean driving licence with the ability to drive a mini-bus is required.

**Salary:** The appointment attracts an hourly rate of pay of £12.79.

**Accountable to:** The Bursar

**Key Responsibilities:**

**Driving**

* Operating the ‘morning run’, collecting pupils on planned routes from North Berwick/Dunbar on a daily basis between 07:15 and 08:45, Monday - Friday.
* Driving for short periods at other times of the week (subject to one’s availability) such as transportation of pupils to local sporting facilities or on other regular outings.
* Checking and, where necessary, topping up fuel, lubricants and other fluids in the School’s vehicles.
* Arranging, when necessary, servicing and MOT of vehicles.
* Available, through arrangement, for other driving tasks as and when required.

**Managing Resources**

* Ensuring there is sufficient stock of fuel, screen wash, Ad Blu and other consumables available for the vehicles.
* Undertaking regular routine checks of vehicles belonging to the School.
* Reporting any issues relating to vehicles and their general condition.
* Maintaining vehicle equipment in good working order.

**Health and Safety**

* Ensuring that vehicles are in a safe condition for use.
* Ensuring that vehicles are driven in a safe manner when responsible for them.
* When necessary, ensuring that footpaths and pavements in the School are salted prior to departure for the School run on frosty or icy days.

# This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually and may be subject to modification or amendment at any time after consultation with the holder of the post.

**Terms and Conditions**

The person appointed will be party to a Contract of Employment between him/herself and the Governors of The Compass School.

Basic salary is paid monthly in arrears.

Additional hours worked are claimed through the Bursar and should be claimed by the 20th of each month.

The appointment is subject to a PVG check with Disclosure Scotland.

Up to 5 years of work references may be requested.

The Compass School is a no-smoking campus.

This is an exciting opportunity for those who wish to work with young children within a positive and stimulating environment, where realistic and attainable targets are set for children who in turn are encouraged to take pride in their achievements both in and out the classroom.

**Application Procedure**

Applications should be submitted after completing the school application form and the names and contact details of two referees. The deadline for receipt of applications is **Thursday 15th May.**

We reserve the right to close this vacancy early upon receipt of sufficient suitable applications

Applications should be sent to:

**The Bursar**

**The Compass School**

**West Road**

**Haddington**

**East Lothian**

**EH41 3RD**