



**Mayfield Grammar School**  
**Gravesend**

**Appointment of**  
**Minibus Driver**

**Closing date: 1pm – Wednesday 29<sup>th</sup> November 2023**



# Mayfield Grammar School Gravesend

Pelham Road, Gravesend, Kent DA11 0JE  
Telephone: 01474 352896 Fax: 01474 331195  
Website: [www.mgsg.co.uk](http://www.mgsg.co.uk) Email: [enquiries@mgsg.kent.sch.uk](mailto:enquiries@mgsg.kent.sch.uk)

## Minibus Driver

Mayfield Grammar School, Gravesend is seeking to recruit a flexible individual who would like the opportunity to take on the role of our Minibus Driver to transport pupils and staff in a safe, proper and timely manner between the school's two sites.

The post holder will be responsible for the daily checks of the school's growing minibus fleet and report any defects/issues as necessary. There could also be times you may be asked to drive one of our vehicles during the school day for trips to enable pupils to participate fully in a wide variety of off-site activities.

The role is for 31.5 hours per week, (Monday to Friday) and 38 weeks per year (term time only). The working pattern involves working 7 hours per day (including a 30min unpaid break). The full working pattern is detailed in the attached job description.

The role is offered on a one-year fixed term contract initially. Previous experience in a driving role would be advantageous but is not essential.

To be considered you must:

- Have held a driving licence for at least 12 months which is clean with a category D1 designation
- Be competent to undertake daily and weekly vehicle checks and carry out basic maintenance
- Strong communication skills and a friendly demeanor with pupils and staff
- Be punctual and reliable
- Allow checks on your driving licence annually on request, and to immediately advise the school of any changes or endorsements to your licence
- Be willing to undertake an enhanced DBS / online checks

Due to the wide range of trips and visits the school undertakes, there may also be the opportunity for additional hours, if it is required for journeys to be made outside of the schools' normal operating hours.

We welcome any candidate who may wish to visit for an informal tour or conversation in advance of making an application. If you would like to take up this opportunity, please contact Mrs Jennie McBride to arrange – [mcbridej@mgsg.kent.sch.uk](mailto:mcbridej@mgsg.kent.sch.uk)

# Applications for the post

Further details and an application form are available from the Staff Vacancies section of the school website

[www.mgsq.co.uk](http://www.mgsq.co.uk)

Applications made via Kent Teach will be accepted.

CVs will not be considered and should not be submitted.

All applications with a covering letter addressed to Mrs E Wilson, Headteacher  
must be received by **1.00pm on Wednesday 29th November 2023**

***This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

## **Mayfield Grammar School, Gravesend**

Mayfield Grammar School, Gravesend is a selective girls' school with boys' in the sixth form which is situated in the town of Gravesend, with easy access to the A2 and M25 and a direct rail link to Charing Cross. In February 2012 we converted to Academy Status and the school celebrated its Centenary throughout 2014/15.

The school occupies two sites. One houses the original 1926 building with its distinctive quadrangle and bell tower, surrounded by its playing fields. New Science, Technology and Dining facilities opened across 2020-2021. Our second site has specially designed facilities for Technology, Sports and Drama which opened in 1995. There is IT provision on both sites and a new teaching block opened in 2021 which houses our new library, Music, Multi-purpose activity studio, additional classrooms and specialist IT rooms.

The school is an 11-18 grammar school. Entry at age 11 is via the Kent 11 plus selection procedure comprising nationally standardised Verbal, Non-Verbal and Mathematics tests. The procedure allows admission of the top 25% of the ability range. An optional additional opportunity to assess eligibility for admission is available through the Mayfield testing procedure.

The school was judged to be Outstanding by Ofsted in June 2013. Ofsted reported that "achievement in all subjects including English and Mathematics is exceptionally high" and that "The behaviour of students is exemplary. They engage enthusiastically with their learning, are courteous, polite and keen to contribute fully to the life of the school".

We are an outward looking school determined to provide the highest quality education by capitalising on opportunities available to the school. We work as a team where the contributions of all the staff are equally valued. We place major importance on providing new staff with an effective induction into the school and all staff are constantly seeking to improve their professional practice through external and internal training. Governors, parents and the community are extremely supportive of the work of the school.

The Senior Team consists of the Headteacher, a Deputy Headteacher, Senior Assistant Headteacher and five Assistant Headteachers. Curriculum Leaders lead their subject teams to ensure a high-quality teaching and learning experience for all our pupils. Pastoral care is led by an experienced team of Learning Leaders who work with Form Tutors and are supported by Key Stage Co-ordinators (AHTs) and the Senior Assistant Headteacher. A House System was introduced in September 2014. Merit points are given to students during the year and the Aster Trophy is awarded to the House with the most points overall at the end of the academic year.

The curriculum follows National Curriculum guidelines. All students have the opportunity to gain ten or eleven GCSEs at the end of Year 11.

There are circa 1319 students on roll, 320 of whom are in the Sixth Form.

The school PAN is 210 for year 7 entry.

Extra-curricular activities include a full sporting programme, choirs, orchestras and other club activities. A large number of students participate in the Mayfield Challenge (Lower School) and the Duke of Edinburgh Award Scheme (Upper School and Sixth Form). There are Conferences, the Graduation Ball and many other opportunities for students to participate in events outside their classroom studies. The school enjoys strong links with the local business community and runs a full Careers (CEIAG) programme. The school runs an extensive programme of trips and visits both locally, nationally and abroad for all year groups.

Mayfield Grammar School is a happy community where we foster excellent relationships between staff and students.

This is a non-smoking school.

Anyone interested in the school is welcome to visit our website at [www.mgsg.co.uk](http://www.mgsg.co.uk)

## JOB DESCRIPTION

Job Family	Premises
Job Profile Title	Minibus Driver
Grade	Kent Range 4 - £21,389 pro rata FTE 0.71983 (actual salary £15,396.50) Hours 8:45 am - 3:45 pm Monday – Thursday (inc, 30 min unpaid break) 8.45 am - 3.15 pm Friday – (inc 30 min unpaid break)

### Summary of Job:

Under the direction and guidance of the Premises Manager the post holder will be the Minibus Driver for the school. The main role will be to transport pupils and staff in a safe, proper and timely manner between the school's two sites, ensuring their welfare at all times.

### Outline of Main Duties:

1. Transporting pupils between the school's two sites on Pelham Road throughout the school day. Ensuring that pupils reach lessons safely and on time. To be a visible presence for both pupils and staff when moving between school sites, occasionally on foot as well as using the minibus. Willingness to undertake Road Crossing Patrol training would be advantageous.
2. To maintain the minibuses by undertaking daily and weekly checks on the vehicles and report any defects/issues as necessary. Routine checks will include, but not be limited to, fuel levels, tyre pressure, lights, windscreen fluid, coolant and internal safety checks. To coordinate the booking system for minibuses and liaise with school trips coordinator and other relevant staff.
3. To assist school staff by providing support for school trips where the minibus is required. Overtime will be available, with agreement from Headteacher, for any trips that extend beyond the school day.
4. Demonstrate good practice regarding attendance, appearance, punctuality, and behaviour in dealings with pupils, school staff, members of the public and staff at locations where trips and visits take place.
5. To be aware of the responsibilities for safeguarding students.
6. Any other duties as may reasonably be requested by the Premises Manager during the working day.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Staff are expected to undertake any other duties as may be reasonable as directed by the Headteacher or their Line Manager.

Staff are expected to be courteous to colleagues and provide a welcoming environment and professional approach within a school environment.

All staff are expected to take delegated responsibility for the implementation of the Health and Safety Act as may be agreed and follow the school's Health & Safety Policies.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The job description is current at the time shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

### **Working Environment**

The post will be based within the school buildings unless accompanying off-site educational visits.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Headteacher