Dear Applicant,

Thank you for your enquiry regarding the position of Minibus Driver. We are part of Oasis Community Learning www.oasiscommunitylearning.org which runs over 50 academies across the UK. We need a minibus driver to join the facilities team and drive sixth from students and staff between the two academies.

I hope you find the information pack helpful. If you would like to apply, please complete the Application Form and Equal Opportunities monitoring (CVs are not accepted) and return it to David Tyrrell, People Directorate Assistant, by either of the following ways:

Email: Hadley.hr@oasishadley.org
Post: HR Office
      Oasis Academy Hadley
      143 South Street
      Enfield
      EN3 4PX

If you would like to discuss the post please contact HR on 020 8804 6946 ext. 73012 or 72803 or Hadley.hr@oasishadley.org.

The closing deadline for applications is no later than 8am on Monday 16th September 2019.

Please ensure you provide the name, address and status of two referees, one of whom should be your current Line Manager. Candidates should be aware we will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

Interviews will be on Friday 20th September 2019. If you have not been invited to attend by Wednesday 18th September you should assume that your application has not been successful. Unfortunately, we will not be able to provide feedback on your application at this stage.

If you would like to know more about us before you apply please see our website www.oasisacademyhadley.org, or www.oasisacademyenfield.org if you are not clear about any aspect of the application procedure, do not hesitate to contact us for clarification.

I wish you well and thank you once again for your interest in what we think will be a rewarding post.

Yours sincerely,

L. Dawes

Lynne Dawes
Executive Principal, Oasis Academy Enfield and Oasis Academy Hadley
About Oasis Academy Hadley

Oasis Academy Hadley opened in September 2009 and in January 2013 moved to our new, state of the art building, on South Street, Ponders End, EN3 4PX, a two minute walk from Ponders End train station.

The Academy has been very successful since it opened. In 2016 the Ofsted Inspection judged the Academy to be good in all areas. The popularity of the Academy has increased year on year and we are now the school of choice for our local families and is over-subscribed in many year groups. The Sixth Form is the first choice for our Year 11 students and has become increasingly popular with external students from local schools.

The percentage of students achieving the best grades at both GCSE and A Level has risen significantly over the years. Over 94% of our students have progressed to university including over 60% to Russell Group universities following a wide range of courses including from English, politics to engineering, psychology and law. Students also make good progress across primary phase. We have a very successful 2 and 3 year old Nursery offering full day care.

About Oasis Academy Enfield

Oasis Academy Enfield opened in September 2007 as a new academy. Initially a group of portacabins and a pioneering spirit, the Academy moved into its £30 million purpose-built accommodation two years later on Innova Business Park, 12 minutes walk from Enfield Lock Station.

The Academy has enjoyed considerable success in its 10 year History. In June 2018 Ofsted judged that the school continues to be good. The percentage of students achieving the top grades at both GCSE and A Level has risen over the years. The Sixth Form is becoming increasingly popular and outcomes are amongst the best within the Oasis group. Three quarters of students have progressed to university including Russell Group and other leading universities.

About the role of Minibus Driver

The part time, term time only minibus drivers drive between the two academies and provides a shuttle bus service for sixth form students and staff. They ensure the minibuses are cleaned and maintained to appropriate standards.

The minibus driver shift is from 10.15 to 14.45 Monday to Friday. The bus is driven between the academies at break, 10.40 to 11.20 and lunchtime between 12.20 and 14.20. Between these shifts the minibus driver will maintain the minibuses and assist with general facilities team duties.
Job Description

JOB PURPOSE:
To safely drive the academy minibuses as required.

RESPONSIBILITIES:
- To safely drive the minibus transporting students between the two academies and on visits taking a register of students traveling.
- To be responsible for the maintenance and general upkeep of the minibuses.
- To promote and safeguard the welfare of children you come into contact with.

DUTIES

1. Strategic Development and Academy Development
   - Responsible, as a member of staff, for promoting and developing a positive culture and to ensure diversity within the Academy community is recognised and respected.
   - Contribute to the development of the Academy’s vision, values and aims and to abide by agreed professional behaviours and attitudes.

2. Key Tasks
   - Complete daily minibus checks and all routine paperwork.
   - Drive a predetermined route to drive Sixth Form and staff between the two academies at break and lunchtime.
   - General driving duties as required
   - Wash, clean and maintain the minibus on a weekly basis
   - Maintain appropriate records, manual and computerised, for all minibuses
   - Be proactive looking for continuous improvement and innovation in all aspects of the job

POST: Minibus Driver

ACCOUNTABLE TO: The Principals, under the day-to-day management of the Site Facilities Manager

Salary:
SCP 7 – 12 (Outer London) £12,857 - £14,055 (actual) + Local Government Pension Scheme

KEY RELATIONSHIPS:
Academy Leadership Teams; relevant teaching and support staff; Oasis Community Learning

LOCATION:
Oasis Academy Enfield and Oasis Academy Hadley

WORKING PATTERN:
25 hours per week
39 weeks per year

DISCLOSURE LEVEL:
Enhanced DBS
3. Health & Safety

- Ensure the correct procedures and policies are followed at all times.
- Report any defects or health and safety issue to the Facilities Manager so that they may be addressed.
- Report all accidents, incidents and dangerous occurrences to the Facilities Manager and Principals.
- Work safely utilising appropriate safe working practices. Take care of health and safety of self, other persons and resources
- Ensure that all work is carried out in line with Health and Safety, Quality and Environment policies and procedures.

4. General

- Conduct yourself with professionalism, diplomacy and tact at all times as a representative of Oasis.
- Provide additional support to the Facilities and Technician Teams as and when required.
- Attend team meetings
- Participate in the Academy’s Performance Management process
- Attend training as appropriate.

The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal.

The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
# Minibus Driver Person Specification

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<tr>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>Qualifications</strong></td>
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<td>• Driving licence with DI category</td>
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<td>• Passed or willingness to complete the MiDAS assessment</td>
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<td>• Clean driving record</td>
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<td><strong>Experience, Skills and knowledge</strong></td>
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<td>• Basic numeracy, literacy and IT skills.</td>
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<td>• Demonstrate an ability to plan prioritise workloads to achieve objectives</td>
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<td>• Demonstrate an understanding of processes, systems and routines in the job</td>
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<td>• Ability to keep accurate records</td>
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<td>• Understanding of the practical application of Equal Opportunities in an Academy context</td>
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<td><strong>Personal Qualities</strong></td>
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<td>• Good organisational skills, ability to show initiative</td>
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<td>• Good communication skills</td>
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<td>• Ability to work alone and as part of a team</td>
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<td>• Calmness under pressure, confident and friendly manner</td>
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<td>• Demonstrate physical fitness to perform the duties associated with the role</td>
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<td>• Ability to form and maintain appropriate relationships and personal boundaries with children</td>
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<td>• Ability to converse at ease with parents/students and members of the public in accurate spoken English</td>
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<td>• Emotional resilience in working in a range of challenging situations</td>
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<td>• Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos</td>
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<td>• Experience of working in a school or academy setting</td>
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<td>• Previous driving experience</td>
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Explanatory Notes

Applications will only be accepted from candidates completing the enclosed Application Form. Please complete ALL Sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will not be accepted in place of a completed Application Form.

Safeguarding Children & Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced Disclosure and Barring checks.

1. Candidates should be aware that all posts in Oasis Community Learning involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.

2. Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as “spent” must be declared.

3. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

4. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

Interview Process

After the closing date, short listing will be conducted by a Panel, who will match your skills/experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy Disclosure and Barring check requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing a change of name
• Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

We will seek references on shortlisted candidates for Academy based positions and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

For Academy based positions, in addition to candidates’ ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline.

**Conditional Offer: Pre-Employment Checks**

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- Vetting and Barring Checks
- Satisfactory Disclosure and Barring check
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period.
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

**For teaching posts**

- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- Verification of medical fitness in accordance with DFE Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training

You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or ISA and/or other relevant investigating bodies.