

A thriving Catholic co-educational day and boarding school for pupils aged 3 -18

ST EDMUND'S COLLEGE & PREP SCHOOL

A Career at St Edmund's College

Minibus Drivers - Casual Contract



Closing Date for Applications:

Midday, Thursday 6th February 2025.

Interviews to take place:

As soon as possible after the closing date.

Suitable candidates may be interviewed before the closing date and we reserve the right to withdraw the position if an early appointment is made.

St Edmund's College, Old Hall Green, Ware, Hertfordshire, SG11 1DS

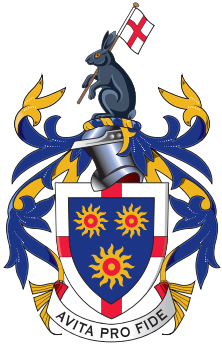
Telephone: 01920 824335 Email: hr@stedmundscollege.org

www.stedmundscollege.org

**Education for the whole person:
Intellectual, physical, emotional and spiritual**

Leading
Independent
Schools

HMC



ST EDMUND'S COLLEGE & PREP SCHOOL

Dear Colleague,

Thank you for expressing an interest in a position at St Edmund's College.

I hope that this brochure will give you a sense of what we are looking for, as well as a flavour of this wonderful school.

Half an hour from London, yet nestled in 450 acres of breathtakingly beautiful Hertfordshire countryside, St Edmund's is a lovely place to live and work. Founded in 1568, as a seminary, then a boys' school, it is the oldest continuously operating and oldest post-Reformation Catholic school in the country, yet we are a modern, forward-thinking, imaginative and lively school. We are proud of our academic standing, but grades are not our sole focus. At St Edmund's the spiritual, academic, pastoral and co-curricular are of equal value. These four elements combine to create an education that is second to none.

The true measure of our success is found in the qualities of the young people we send out in the world: excellent but never arrogant; ambitious but never selfish; robust but never uncaring and faith-filled but never intolerant.

We are a close-knit community which looks after its staff. People enjoy working here, and your dedication and loyalty will be matched by a competitive salary and generous benefits, commensurate with your experience and the seniority of the post.

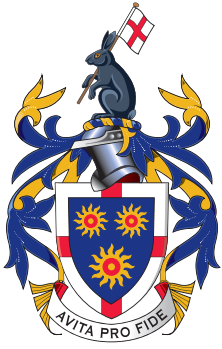
If you would like to discuss the post informally at any stage, please feel free to get in touch. In the meantime, we very much look forward to receiving your application.

With all best wishes,

Yours faithfully,



Matthew Mostyn
Headmaster



ST EDMUND'S COLLEGE & PREP SCHOOL

Our Community



The College has an incredible sense of community among its staff which can be felt immediately. The fascination of our setting is lasting and the Good Schools Guide describes the College as: “A successful, flourishing, dependable school with real spiritual heart.”

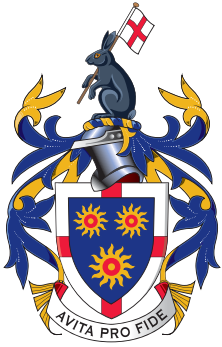
Our 400 acre site with its large leafy grounds, impressive playing fields and attractive school buildings offers modern facilities in a country setting, providing a safe and stimulating environment for young minds. With excellent transport links and only 30 minutes by train to central London stations, the College is 20 minutes' drive from junction 25 of the M25, immediately off the A10. Also within easy access is London Stansted airport, which is a 20-minute drive.

At St Edmund's we strive to:

- Provide a rounded education for the whole person – intellectual, physical, emotional and spiritual.
- Encourage students to demonstrate care and concern at home and in the wider community.
- Reflect the scholarship of St Edmund with a balanced and challenging curriculum for each individual.
- Show concern for all within the College community, demonstrate our collective commitment to be truly Christ-centred in all we do, and ensure that the students' experience of relationships within the College reflects the Gospel maxim, “Love thy neighbour as thy self”.
- Build on our enriching Catholic heritage, making prayer, worship and liturgy a central part of our lives and our community.
- Create meaningful interaction between the College, home and the wider community and prepare our students to make their way in the world while making a difference to the world.

The ISI regulatory compliance inspection in November 2019 recorded that all eight parts of the standards were met.

Rooted in Christ and Catholic tradition and under the guidance of our patron, St Edmund, we aim to realise the God-given potential, in body, mind and spirit, of all members of our community through service and leadership.



ST EDMUND'S COLLEGE & PREP SCHOOL

Our History



Founded in 1568, St Edmund's College is the oldest Catholic school in England, offering an all round co-education for students from 3 to 18. Our community values both academic excellence and the achievement of one's personal best, right through from our Prep school, to Sixth Form and beyond. We are proud of our academic achievements at GCSE and A Level.

Originally located in Douai, France as a seminary to train priests, the College also became a Catholic school for boys. During the French Revolution, it transferred to England and found its present home on the beautiful site of Old Hall Green in 1793.

In 1874 the junior boys were separated from the rest of the College into St Hugh's Preparatory School, which became St Edmund's Prep in 2010, and in 1974 girls from the adjacent Poles Convent were admitted to Rhetoric as the first stage towards co-education, which was accomplished by the closure of Poles in 1986.





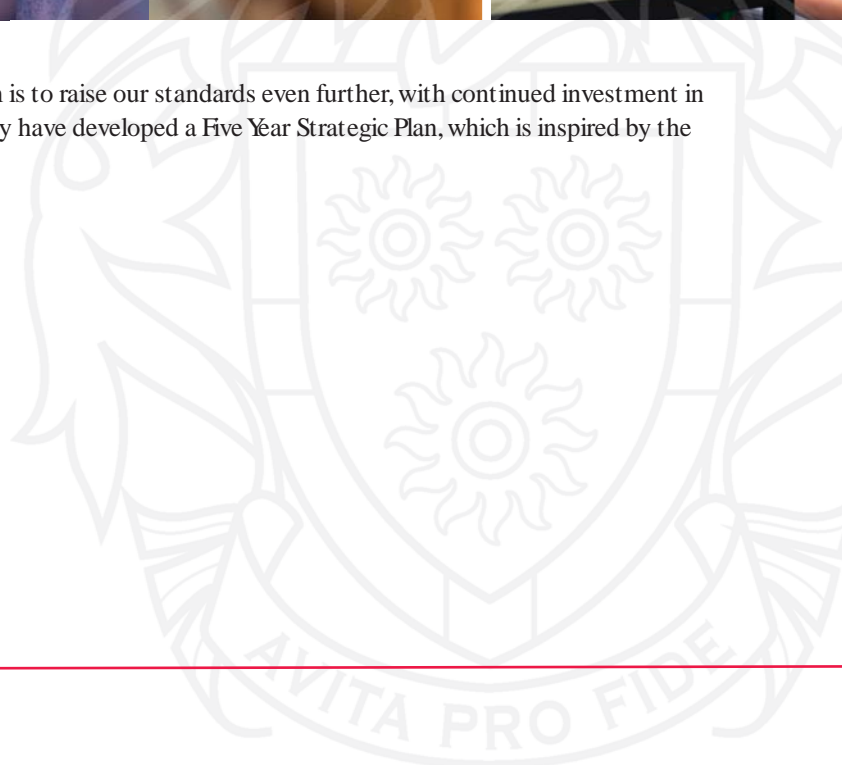
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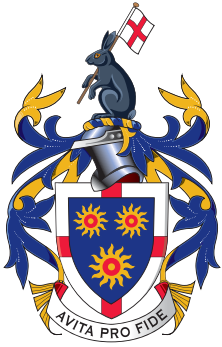
Five Year Strategic Plan



The Governors' and Headmaster's aim is to raise our standards even further, with continued investment in staff, buildings and resources, and they have developed a Five Year Strategic Plan, which is inspired by the College's Five Mission Aims:

- Christ Centred Education
- Scholarship of St Edmund
- Education of the Whole Person
- Home and the Wider Community
- Catholic Heritage





ST EDMUND'S COLLEGE & PREP SCHOOL

What Advantages do our Staff Enjoy?



There are many advantages enjoyed by most independent schools and their staff: a disciplined environment, the opportunity for teachers to express their passion for their subjects, good resources, smaller class sizes and greater professional freedom for all members of our staff community. Relationships between students and staff, both teaching and non-teaching, are extremely strong.

We hold professional development to be of the utmost importance, and have a generous training budget for that purpose, as well as an established appraisal system.

The College offers the following benefits:

- Excellent catering facilities including school lunches during term time when the kitchens are open, cakes and biscuits during break times in the staff common room and hot drinks machines.
- Use of the College sports facilities when not in use by students, including the gym.
- For children of staff:
 - 1 Discretionary discount on College Fees, subject to completion of the admissions process.
 - 1 After school club and breakfast club charged at cost.
 - 1 Parties for children of staff including at Easter and Christmas.
- Free parking.
- Cycle to Work Scheme.
- Access to free counselling and health advice helplines.
- Death in Service policy membership and salary exchange scheme.
- Discretionary closure of the College between Christmas and New Year (in addition to annual leave).
- 25 days' annual leave (FTE), plus public holidays.
- Flexibility regarding start and finish times, for example 8:30 to 16:30; 9:00 to 17:00.
- The opportunity to join in the delivery of co-curricular to our students, by negotiation.
- Lieu time is accrued when working beyond contractual hours. These hours can be taken off throughout the year, in addition to annual leave.
- Pension: Employee contribution 4% College contribution 8.5%.



A Career at St Edmund's College	
Minibus Driver	
Job Description	
Reporting to:	Head of Transport
Hours:	<p>Driving Hours: Term-time: Monday to Friday to start 6.30am until 9.00am and 4.00pm to 6.30pm.</p> <p>Evenings & Weekends: In addition to other extra hours as directed by the Head of Transport, you will occasionally be offered additional evenings and weekends.</p> <p>Summer School: Additional work during the Summer School period may be available.</p> <p>Holidays: Annual leave entitlement will accrue pro rata during each term you work.</p>
Summary of the Role:	To act as minibus driver, responsible for morning and afternoon College transport, plus additional driving duties may be available, to include Summer School driving when required.
Routes:	The College operates a number of mini-bus routes within 20+ miles of the College grounds. The College reserves the right to alter routes at any given time.
Main duties and responsibilities:	<ul style="list-style-type: none"> • provide a high-quality service as a minibus driver to deliver staff and pupils to and from destinations dictated by College activities • conduct yourself in a manner and dress reflective of the College (uniform provided) • carry out routine safety and operational checks as compiled by the Transport Coordinator • be responsible for the internal and external condition of the vehicle • liaise with College staff on dates and times for driving • undertake training when appropriate if required • carry out other duties relevant to the post, which may be requested • To adhere to the College handbooks and procedures at all times • To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures detailed in the College's code of conduct.
Other	<ul style="list-style-type: none"> • You may also be required to undertake other duties of an appropriate level and nature as and when requested by the Headmaster, Senior Leadership Team and your line manager.
Safeguarding Responsibilities	<ul style="list-style-type: none"> • Whilst not in a teaching role, as a Minibus Driver you will be working on a regular basis in a school in a role which gives opportunity for contact with

	<p>children. As such, you will be in regulated activity and an enhanced DBS check (which includes children’s barred list information) will be required in advance of appointment.</p> <ul style="list-style-type: none"> • Safeguarding and promoting the welfare of children is everyone’s responsibility. As with all College staff members, you will therefore be responsible for providing a safe environment in which children can learn.
	<p>St Edmund’s College and Prep Old Hall Green, Ware, Hertfordshire, SG11 1DS Telephone: 01920 824335 Email: hr@stedmundscollege.org</p>
<p>The College is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Candidates will be required to undergo relevant Safeguarding Checks.</p> <p>We may seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview.</p> <p>This role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.</p>	



A Career at St Edmund's College

Minibus Driver

Person Specification

	Essential	Desirable	Method of assessment
Qualifications			
Experience		<ul style="list-style-type: none"> • Previous experience as a passenger vehicle driver would be an advantage 	Contents of the application form Interview Professional references
Skills & Knowledge	<ul style="list-style-type: none"> • Driving licence to include D1 • Understanding of general vehicle function and maintenance • An awareness of Child Protection (training will be given) • Basic awareness of health and safety (training will be given) • First Aid certificate (training can be provided) • Mini-bus Driving Assessment (training will be provided) 		Contents of the application form Interview Professional references

<p>Personal competencies and qualities</p>	<ul style="list-style-type: none"> • Good verbal communication and interpersonal skills, able to relate to young people • Able to work flexibly and independently 		<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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