



**MOUNTS BAY
ACADEMY**



Driver

APPLICATION PACK



**MOUNTS BAY
ACADEMY**

Principal – Mr L Hall BA (Hons) PGCE MA NPQH

Mounts Bay Academy
Boscathoe Lane
Heamoor
Penzance
TR18 3JT
www.mountsbay.org

Driver

Salary scale: £10.50 per hour

Contract Type: 10 hours per week (split shifts) + overtime

Contract Term: Permanent

An exciting opportunity has arisen for a Driver at Mounts Bay Academy to join our supportive and friendly team. We are seeking a motivated, reliable and organised person to support our provision by transporting students from designated pick-up and drop-off points to and from the Academy.

You will transport students between home and school at the start and end of the school day, including after school clubs. This may include school trips and other journeys. You will be responsible for providing the safe transit of students and all safeguarding, health and safety and vehicle checks are conducted.

The successful candidate will work flexibly with the Student Transport team and assist all students to access the Academy. This is a rewarding and valued role within our academy community that sits at the heart of our provision for pastoral and academic care.

You should be organised, efficient, personable and committed. This is a fantastic opportunity for individuals who want flexible working hours and are committed to providing a quality service.

Application forms and information packs are available via our school website or upon request by contacting the Academy.

Leading Edge Academies Partnership is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment

For further information, please contact Malvina Jenkin, HR Manager at Mounts Bay Academy
☎ 01736 363240 or email: mjenkin@mountsbayacademy.org

Start: as soon as possible

Please return all application forms to Mrs Malvina Jenkin, HR Manager.
The successful candidate will undergo reference checks with previous employers and will be subjected to an enhanced DBS disclosure check.

Dear Applicant

Thank you for expressing an interest in the post of Driver at Mounts Bay Academy, a member of the Multi Academy Trust called Leading Edge Academies Partnership. I hope you find this information pack helpful and that in due course we shall receive an application from you.

Mounts Bay Academy is an extremely popular school in Penzance, West Cornwall with 1060 students aged 11-16 years. Mounts Bay school converted to Academy status in 2011 and a year later was awarded an Outstanding grade in a full Ofsted Inspection. In November 2017 the Academy was inspected by Ofsted to review its safeguarding arrangements and the HMI visitors noted that the Academy had a fully inclusive culture and provided excellent support for vulnerable students. Since then, we were awarded a Good grade in 2021 under the new Ofsted Framework.

The Academy is a hub for the Challenge Partners' network and part of several school improvement and leadership organisations such as High Performance Learning.

The Campus is a large site with close to 22 acres of school buildings, sports hall, gymnasium, tennis courts and large playing fields / athletic track, thus providing excellent facilities for our students. The Academy has also secured bids to improve our facilities over the last 5 years and there are now new changing rooms and Science laboratories, a new sports hall (1500sq ft), and an artificial 3G pitch (1700sq ft) along with significant building and technological improvements in the past year. We have a fully re-furbished library.

Mounts Bay Academy is an Apple Distinguished school, and each student and staff members are provided with a digital device to support their learning and work. We believe that students should be prepared for the world in which they will live when they leave the Academy and strive daily to ensure that we update our knowledge accordingly.

We are a learning community that aspires to success for all without exception, convinced that everyone can learn at the highest level, we just need to present them learning experiences that are as engaging as they are adventurous. We believe that all young people can achieve; it is our job to nurture the very best in each person by identifying their strengths and talents and removing any barriers to learning.

Talent is celebrated, curiosity is nurtured, and every individual is given the chance to shine. We help to develop young people with a positive attitude to learning and life, ready to take on the challenges of our fast-changing world and to make a creative contribution to their community.

You will be joining an ethical community, guided by the Global Goals for Sustainable Development, 17 goals to help end poverty, fight inequality, and stop climate change. Giving everyone that joins us the chance to shape a better future for themselves, the community, and the world at large.

Mounts Bay Academy is committed to safeguarding and promoting the welfare of young people and we expect the candidate to share this commitment.

I look forward to hearing from you.

Yours sincerely,



Les Hall
Principal

Application

If you wish to apply, please either email your application to Malvina Jenkin, HR Manager at mjenkin@mountsbayacademy.org (copies of all the details are available online on our website under the 'Vacancies' section) or post your completed application form to the address below, together with a covering letter, clearly demonstrating your suitability for the role. Where possible, please also provide email addresses for your referees. We welcome visits from prospective applicants. If you would like to visit the Academy, please get in touch.

Closing Date

Please ensure your application arrives before the closing date/time and that the post for which you are applying has been stated clearly on the application form. Applications received after the closing date will not be accepted.

Interview

Interviews for the post will take place shortly after the closing date. All applicants will be informed on whether their application is successful within 2 weeks of the closing date.

Mounts Bay Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

We follow safer recruitment practices and appointments are subject to an enhanced DBS check prior to employment. Details of our policies can be found on our website www.mountsbay.org.

Mounts Bay Academy
Boscathnoe Lane
Heamoor
Penzance
Cornwall
TR18 3JT

Phone: 01736 363240

Web: www.mountsbay.org

Post Title:	Driver
Purpose:	To transport students between home and school at the start and end of the school day and in relation to school trips and other journeys. Be responsible for ensuring safe transit of students and all safeguarding, health and safety and vehicle checks are conducted.
Reporting to:	Lead Driver, HR Manager & Senior Vice Principal
Liaising with:	Principal/Vice Principals, Teaching/Support Staff, Governors, Parents, Students, External Stakeholders
Working time:	10 hours per week (split shift) + agreed overtime
Salary/Grade:	£10.50 per hour
Disclosure level:	Enhanced

MAIN (CORE) DUTIES

Main tasks	<p>To convey students between home and school at the start and end of the school day, including after school provision and in relation to school trips and other journeys as required.</p> <p>Be responsible for providing safe transit of students and all safeguarding, health and safety and vehicle checks are conducted.</p> <p>The specific nature and balance of these responsibilities will vary according to the needs of the Academy.</p>
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General Duties

- To drive or escort students, providing personal and physical assistance as required during the course of journeys.
- To appropriately supervise students during boarding/alighting vehicles and during the course of the journey to ensure safety and security.
- To ensure students are transported in a safe manner and that seat belts are used and all passengers adhere to safe travel requirements.
- To undertake general driving duties associated with other school activities, i.e.: deliveries, collections, school trips etc.
- To attend to the routine maintenance of the allocated vehicle (i.e.: oil, water, fuel etc)
- To undertake routine cleaning of the allocated vehicle as requested.
- To undertake routine checks of the allocated vehicle to ensure its suitability for driving prior to all journeys and log results.
- To report any mechanical concerns/defects/breakdown etc to the appropriate manager and assist in arrangements for repairs.

- To build and maintain supportive relationships with students, staff and stakeholders.
- To be aware of the confidential issues related to safeguarding and child protection matters and to share accordingly in line with Academy safeguarding procedures and GDPR regulations.
- To communicate professionally and appropriately with stakeholders.

Other Duties

- To attend meetings and school-based INSET as required and any subsequent training.
- To remain and adhere to the Trust's Safeguarding Policy and child protection procedures.
- To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To actively promote the Academy's corporate policies.
- Be responsible for your own continuing self-development, undertaking training as appropriate and the performance management process.
- To be aware and adhere to applicable rules, regulations, legislation and procedures e.g. the Equality and Diversity Policy, Staff Code of Conduct, national legislation and Data Protection Regulations.
- To comply with the Academy's Health and Safety Policy and undertake Risk Assessments as appropriate.

As a restorative organisation we

- Apply the principles of mutual respect and responsibility in all our internal and external relationships.
- Actively work to prevent, address and repair harm.
- Engage in continuous learning to further develop our communication and problem-solving skills.

Person Specification

Essential	Desirable	Demonstrated By
A commitment to safeguarding children and young people and an awareness of current national legislation relating to safeguarding and child protection		Application Form / Interview
Relevant driving qualification for the vehicles to be driven		Application Form / Interview
	Experience of working in an educational or training setting	Application Form / Interview
	Attainment of GCSEs Grade 5 / NVQ Level 2 or above in English and Maths (or able to demonstrate equivalent levels of numeracy and literacy)	Application Form
Good listening and communication skills, especially with other professionals		Application Form / Interview
Friendly, confident and supportive		
Self-motivated, able to work professionally in a team		Interview
An interest in students with the ability to relate well to children and adults		Interview
Ability to maintain accurate records and maintain confidentiality		
Ability to be proactive and to show initiative in terms of carrying out tasks and managing time		Interview
Flexible with hours worked and work undertaken		Interview