

LEARN MORE ABOUT  
**Joining the MSJ  
Family**



MALVERN ST JAMES  
Girls' School



## WORKING AT MSJ

Malvern St James (MSJ) is a leading boarding and day school which presents an imaginative vision of education for girls from the age of 3 through to 18, taught within a positive, purposeful atmosphere. MSJ fosters creativity and bold thinking, challenging, and encouraging every girl to extend her personal horizons and realise her full potential.

Two hours from London and one hour from Birmingham, MSJ is in the heart of Malvern in Worcestershire, with excellent transport links. Great Malvern station is situated opposite the School. The MSJ bus service covers five counties to pick up and return pupils each day.

The School is home to a warm and welcoming community – girls, parents, staff, and governors alike, enjoying the friendly and buoyant atmosphere of shared celebration, extolling personal success in every field of endeavour. MSJ offers a range of boarding options (ages 7 – 18) to fit in with the demands of modern family life and girls can choose from full, weekly, or flexi-boarding. ISI recognised the exceptional standard of boarding with an *'Outstanding'* inspection

judgement, which extends to all areas of Malvern St James. Malvern St James also received the highest rating of *'Excellent'* in the ISI's Educational Quality Inspection in May 2017 and has been compliant in all other ISI Compliance and Regulatory inspections since then. In March 2021, the School was awarded the Carnegie Mental Health Gold Award for its outstanding pastoral care

and support for pupil and staff mental wellbeing. In 2022 it was recognised by The Times newspaper as one of the top ten best secondary schools in the West Midlands for academic achievement.

Intellectual and social confidence, personal development and achievement lie at the heart of the School and each pupil is treated as an individual. MSJ promotes academic excellence and innovation in teaching and learning throughout the school which provide each girl with the challenges and support to develop her talents, character, and abilities to the full. We prepare pupils for the most competitive UK and international universities and pathways. This individual emphasis is complemented with teamwork, community values and the importance of service to others.



The School has excellent facilities which include an award-winning Science and Mathematics Centre, a Drama Studio, Music Centre in Avenue, several IT suites, and a multi-media Language Laboratory. The School also has a brand-new Astroturf, launched in October 2020. At MSJ we use Microsoft and there has been significant investment and development of E learning in recent years. The School is currently creating a state-of-the-art Learning Hub centred in the Library and radiating out to learning zones throughout the School to support its commitment to innovation and learning and initiatives in **STEAM** (Science, Technology, Engineering, Arts and Mathematics).

The Year 13 Sixth Form Boarding House was transformed in 2018 with an extensive, highly contemporary, refurbishment programme to provide a transition house for university. Benhams Boarding House was refurbished in 2021.

Whilst a multi-faith community and non-denominational, the School is founded on Christian principles and has a Christian ethos which underpins the School's daily life.



**Girls take full advantage of the enviable setting and superb facilities, which inspire a wonderfully rich and imaginative extra-curricular life. They leave Malvern St James as poised, self-assured young women who can meet and embrace, with integrity, the challenges and risks of our modern world. The Good Schools Guide observed on visiting the School that MSJ is “full of girls who are going to change the world”!**



# MINIBUS DRIVER

## JOB DESCRIPTION

### AT A GLANCE



**TERM TIME**  
**ZERO HOURS**



**REPORTS TO**  
**TRANSPORT MANAGER**

### ABOUT THE ROLE

Malvern St James is seeking to appoint a Minibus Driver and this is an exciting opportunity to play a key role in the day to day transport function of the school. The post holder will report to the Transport Manager and use strong communication skills to work as part of an established team. The role is primarily focused on transporting day pupils from the surrounding area to School and return.

This is a zero-hour contract between the hours of 0600-0830hrs and 1545 -2015hrs Monday to Friday, during term time and occasionally, as required, at weekends for school trips.

### JOB DESCRIPTION:

#### KEY DUTIES:

- Driving a School minibus in a safe and legal manner to ensure the safe transportation of School pupils from the surrounding area to School and return. This includes conducting a thorough mini bus check before and after each journey and filling out required paperwork, which is filed and maintained by the Transport Manager.
- Drive to pick up points as instructed by the Transport Manager, ensuring that pupils are picked up on time and arrive at school by 8:30am Monday to Friday (traffic & weather permitting).
- To provide transport for trips and any additional fixtures when required.
- To report any faults, breakdown and accident procedures with the school minibuses to the Transport Manager as soon as possible.

- To carry the school mobile phone for communication with parents and management when necessary.
- To take reasonable steps to ensure the safety and wellbeing of all pupils under your care and supervision as their minibuss driver; this includes that pupils remain well-behaved at all times throughout the journey.
- To report all complaints and incidents with pupils, parents or the public to the Transport Manager on return to School.
- To communicate with the Transport Manager (and parents if applicable) about any external factors that may affect their run, as soon as they are known. For example, road works, flooding, snow etc.
- To attend an annual eye test provided by School.
- To attend annual safeguarding training provided by School and to attend any additional training as directed by the Transport Manager.
- Once trained and assuming the driving licence permits it, to tow a trailer attached to the minibuss, when required
- Following Malvern St James' policies and procedures with regards to the safe transportation of pupils at all times.
- Ensuring that the minibuss is left in a safe & clean manner and secured at the end of each shift and when it is not in use during each shift.
- To be responsible for ensuring there is an adequate amount of fuel left in the minibuss for its next journey.

#### **GENERAL REQUIREMENTS:**

In accordance with the provisions of the Health and Safety at Work Act 1974 (as amended) and the Management of Health and Safety at Work Regulations 1999 (as amended) you must take reasonable care not to endanger yourself or other persons whilst at work. You must co-operate with the School to enable it to comply with its legal duties for Health and Safety.

**All School staff are expected to:**

- a. Work towards and support the School vision and the current School objectives outlined in the School Development Plan
- b. Support and contribute to the School's responsibility for safeguarding pupils
- c. Regularly review own practice, set personal development targets and take responsibility for own continuous professional development.
- d. Work within the School's health and safety policy to ensure a safe working environment for staff, pupils and visitors
- e. Work within the Equal Opportunities Policy to promote equality of opportunity for all pupils and staff, both current and prospective.
- f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues.
- g. Engage actively in the performance review process.
- h. Adhere to policies as set out in the Staff Handbook.
- i. Undertake other reasonable duties related to the job purpose required from time to time
- j. Adhere to School Safeguarding and Child Protection Policies.

k.



# MINIBUS DRIVER

## PERSON SPECIFICATION

QUALIFICATIONS, EXPERIENCE, SKILLS & ABILITIES	ESSENTIAL OR DESIRABLE	HOW THIS WILL BE ASSESSED
To hold a clean driving license with D1 category	Essential	Application Form
Must be over 21 years of age	Essential	Application Form
Minimum of 2 years' driving experience	Essential	Application Form Interview
Ability to provide excellent customer service	Essential	Application Form Interview
Ability to work with minimum supervision	Essential	Application Form Interview
Ability to work in a way that promotes the safety and well-being of children and young people	Essential	Application Form Interview
Ability to learn the route and pick up & drop off points easily	Essential	Assessment Test
Well organized with the ability to prioritise working to deadlines and under pressure	Essential	Assessment Test Interview
Smart appearance	Essential	Interview
Excellent communications skills with both parents and management	Essential	Application Form Interview
A flexible approach to changes to work schedules, when necessary	Essential	Application Form Interview
The desire to undertake further training, as may be required, in order to properly perform the duties in a changing and challenging environment	Essential	Application Form Interview
Honest, polite, reliable, punctual and committed	Essential	Interview
GCSE or equivalent in English Language & Mathematics	Desirable	Application Form
Experience in a similar role or driving for young people	Desirable	Application Form
Ability to tow	Desirable	Application Form
Understanding of working in the Independent sector and/or a boarding school environment	Desirable	Application Form Interview

# STAFF BENEFITS AT MSJ

Malvern St James Girls' School prides itself on its warm, friendly and welcoming environment where all staff are encouraged to play a part in a successful and supportive community.

A selection of MSJ Staff benefits\* can be seen below:



**COMPETITIVE  
PACKAGE**



**FREE LUNCH  
PROVIDED**



**FREE GYM & SWIM  
MEMBERSHIP**



**PENSION  
SCHEME**



**CHRISTMAS  
SHUTDOWN**



**PROFESSIONAL  
DEVELOPMENT**



**DISCOUNT ON  
SCHOOL FEES**



**FREE  
PARKING**



**TREAT  
THURSDAYS!**

\*Some benefits such as pension enrolment activate after completing three months' employment with Malvern St James



# APPLICATION PROCESS AT MSJ

1

Complete your application form, which must include all dates of previous employment and give reasons for any gaps in employment. **A CV will not be accepted instead of a completed application form.**

2

You should also include a covering letter with your application, which should not repeat the contents of the personal statement section within the application form.

3

Submit your completed application form and covering letter to the HR Department. Post to Malvern St James, 15 Avenue Road, Great Malvern, Worcestershire, WR14 3BA, or email to [recruitment@malvernstjames.co.uk](mailto:recruitment@malvernstjames.co.uk)

4

Applications - open, however, we reserve the right to appoint as soon as we get the right candidate.

## GENERAL REQUIREMENTS

This job description is not necessarily a comprehensive definition of the post; it is to be enabling rather than restrictive.

It will be reviewed at least once every year and it may be subject to modification or amendment at any time after consultation with the post holder.

## REFERENCES

References of shortlisted candidates will normally be taken up before interview one of which should be from your most recent employer.

Two satisfactory references are required before the appointment is confirmed. The appointment of the successful candidate will also be subject to satisfactory Enhanced DBS checking.

Malvern St James is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, on line checks and the Disclosure and Barring Service clearance at enhanced level.



MALVERN ST JAMES

Girls' School

15 Avenue Road, Great Malvern  
Worcestershire WR14 3BA  
United Kingdom

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**E** [recruitment@malvernstjames.co.uk](mailto:recruitment@malvernstjames.co.uk)

**T** +44(0)1684 892 288

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