

A career at Gateways School

Gateways School
Harewood
Leeds
West Yorkshire
LS17 9LE

GATEWAYS
SCHOOL

About Gateways School

Gateways is an independent day school for boys and girls aged 2 to 18. Situated on a 16 acre site in the rural village of Harewood, Gateways is conveniently located on the main artery between Leeds and Harrogate.

Gateways is a small school, which allows staff to know their pupils, recognise their strengths and weaknesses and therefore provide a personal education getting the best out of each and every child who come through the gates.



Aims and Ethos

Gateways is a forward-thinking school built on traditional values.

Our ethos is rooted in three core values which apply to all of our stakeholders, that of **Growth**, **Wellbeing** & **Success**.

At Gateways we:

- Grow our knowledge, skills and confidence, supporting others to do the same;
- Build our resilience and self-awareness in a kind and inclusive environment;
- Achieve our full potential in preparation for the next challenge.

Growth ◆ Wellbeing ◆ Success

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Minibus Driver

We are looking to recruit a reliable, friendly and professional Minibus Driver to join our Operations Department and play a vital role in supporting the daily transport needs of our pupils.

Gateways School provides a valued door-to-door transport service (wherever possible), ensuring pupils enjoy a safe, comfortable and stress-free journey to and from school each day.

The Minibus Driver will be responsible for driving a branded Gateways School minibus safely and efficiently, adhering to all relevant road traffic regulations and School transport procedures. They will supervise pupils during their journeys, maintaining a positive, calm and respectful atmosphere.

In addition to daily transport duties, the role includes responsibility for the routine care and upkeep of the assigned vehicle. This will involve carrying out daily vehicle safety checks, monitoring cleanliness and reporting any maintenance issues promptly to ensure the minibus remains roadworthy, presentable and compliant with all legal requirements.

The successful candidate will also support the school by assisting with the transportation requirements for educational visits, sporting fixtures and school trips as required. Flexibility in working hours may occasionally be needed to accommodate these events.

Key Conditions

- **Start Date:** As soon as possible.
- **Working Hours:** 20 hours a week Monday – Friday during term time and all staff training and development days.
- **Salary:** Annual salary of £12,473 per academic year.



Staff benefits* include

**subject to eligibility*

- Fee remission for eligible children
- Enhanced 5% employer pension contribution, including 4 x death in service benefit
- CPD packages
- Access to a staff wellbeing room and an employee assistance programme
- Cycle to work and electric car scheme

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Job Description

Reporting to: Network Manager

Main duties and responsibilities *include but are not limited too*

- Safely operate the minibus in accordance with road traffic laws and school policies.
- Transport pupils to and from school.
- Transport pupils to and from events, fixtures and trips.
- Use passenger/IT software as instructed by the Network Manager.
- Carry out daily/weekly vehicle checks and basic maintenance.
- Ensure the minibus is in a clean, tidy, comfortable, well maintained and roadworthy condition at all times.
- Report any issues or concerns to the Network Manager.
- Report any vehicle defects, faults, incidents and accidents to the Operations Manager.
- Follow the Transport Code of Conduct at all times to ensure a fair and consistent service.
- Refuelling the vehicle.
- Taking the vehicle for repairs, MOTs, services etc as required.
- Covering routes for absent colleagues.
- Maintain accurate records - vehicle usage, mileage, fuel, pupils using the service for each journey etc.
- Plan alternative routes when necessary, keeping the school and parents informed of any changes.

General responsibilities including personal and professional conduct

- Be responsible for safeguarding and promoting the welfare of children.
- Follow all School policies and procedures.
- Attend meetings, staff briefings and CPD sessions.
- Attend all training and development days.
- Demonstrate a commitment to continuous development, identify opportunities for professional development and undertake training opportunities where appropriate.
- Maintain confidentiality inside and outside the School, following all GDPR and Data Protection legislation.
- Manage and prioritise your own workload in line with the requirements of the department and School.
- Establish effective working relationships with professional colleagues.
- Be a role model for students through personal presentation and professional conduct.
- Present a positive personal image, contributing to a welcoming School environment.
- Contribute to the ethos of the School, ensuring the School's values are displayed.
- Support School events.
- Carry out any other duties required by the Head.

Please note, this job description is not a definitive list of the responsibilities of the role. Responsibilities will be varied to meet the changing demands of the department and the School. Job descriptions are reviewed as part of the appraisal process.

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Person Specification

Qualifications

- **(E)** Full, clean UK driving licence (held for at least two years).
- **(E)** Age 21 or over for insurance purposes.
- **(E)** D1 entitlement on UK driving licence.
- **(D)** MiDAS Training.
- **(D)** First Aid Training.

Experience

- **(D)** Working in a similar role.
- **(D)** Driving minibuses or larger/similar vehicles.
- **(D)** Working with children or young people.

Knowledge

- **(E)** Good understanding of road safety and vehicle checks.
- **(D)** Geographical knowledge of the local area.

Personal Qualities

- **(E)** Punctual and able to maintain time schedules.
- **(E)** Reliable, responsible, and safety-conscious.
- **(E)** Calm and patient.

Skills

- **(E)** Strong communication skills.
- **(E)** Ability to interact positively with pupils and staff.
- **(E)** Ability to work independently and as part of a team.
- **(E)** Basic IT skills (e.g. email, passenger software).

Safeguarding

- **(E)** Commitment to safeguarding and promoting the welfare of young people.
- **(E)** Understanding of the importance of safeguarding and child protection.
- **(E)** Ability to maintain appropriate relationships and personal boundaries with children and young people.

Key

- **(E)** – Essential
- **(D)** – Desirable

Methods of assessment include certificates, professional references, application form, interviews, observations and in tray tasks.

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Further information





How to Apply

Click here to visit our website and download an application form

Please send your completed application form and a cover letter outlining your suitability for the role to jobs@gatewaysschool.co.uk

Application Deadline: Applications will be reviewed as received. Once a suitable candidate is found, applications will be closed.

Enquiries

Please contact Rhiannon Morris, PA to the Head

E-mail: jobs@gatewaysschool.co.uk

Tel: 0113 824 2770

Policies

Click here to visit our website and view our policies, including our Safeguarding policy.

Click here to visit our jobs page and view our Safer Recruitment policy.

Gateways School is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS with barred list check as well as a prohibition list check (where applicable).

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