



THE  
**HOLMESDALE**  
SCHOOL

*Dedicated to Community, Committed  
to Equality, Striving for Excellence*



**Minibus Driver**  
The Holmesdale School  
Information



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# Welcome

Dear Applicant

Make a Difference in Young Lives: Join Our Vibrant School as a Minibus Driver.

Imagine stepping into a welcoming community where dedicated educators are passionate about making a real difference in the lives of children. At The Holmesdale School, a growing school with a strong sense of belonging, that's exactly what you'll find. As a Minibus Driver, you'll play a vital role in ensuring our students thrive in a safe, supportive, and stimulating environment.

The Holmesdale School, a growing school dedicated to community, equality, and excellence, is looking for someone like you!

## Why Choose The Holmesdale School?

- **Make an Impact:** Be a direct influence on young minds, shaping their learning journey and fostering their confidence.
- **Thrive in a Supportive Environment:** Enjoy collaborative teamwork with passionate colleagues who offer ongoing support and mentorship.
- **Develop Your Skills:** Access exceptional professional development opportunities, including NPQ qualifications and Masters programs, to advance your career.
- **Join a Leading Trust:** Be part of Swale Academies Trust, a highly successful organisation dedicated to continuous improvement and innovation.
- **Become Part of Something Special:** Contribute to a school with a strong sense of community, celebrating diversity and nurturing independent, resilient learners.

## What Makes You the Perfect Fit?

- Do you possess infectious enthusiasm and a genuine passion for helping children learn and grow?
- Are you a natural communicator who excels at building positive relationships with students of all ages and abilities?
- Do you have a strong sense of responsibility and a commitment to safeguarding children's well-being?
- Previous experience in a school environment is a plus, but your dedication and eagerness to learn are even more valuable.

## Ready to take the next step?

Visit our school or apply today and discover how you can:

- **Make a real difference** in the lives of children.
- **Develop your leadership skills** in a supportive and dynamic environment.
- **Join a thriving school community** dedicated to your success.

Don't miss this exciting opportunity! Apply now and let's shape the future of The Holmesdale School together.

Yours faithfully



Mr Lee Downey

Head of School

# Job Description

**Job Title:** Minibus Driver  
**Grade:** SAT B  
**Responsible to:** Line Manager

## **Job Purpose:**

To provide safe and secure transport for all students to and from external events

## **Key Duties and Responsibilities:**

- To transport students to and from various external events as required
- To liaise with designated line management for transportation requirements · To undertake basic vehicle checks on a daily, weekly and monthly basis – tyres, oil, water, general cleanliness and reporting any defects or damage to the Sites Supervisor · To ensure that all students are checked on entry and exit from the minibus ensuring student safety
- To ensure that all students wear seat belts at all times, ensuring their safety during transit. · To ensure that behaviour whilst on the minibus is acceptable and safe for both staff, students and the general public
- To ensure that the minibus is clear of any rubbish at the end of each trip. · To report to and support the Site staff with basic site maintenance tasks during periods where there is no immediate driving requirement
- To carry out emergency First Aid treatment when necessary and ensure that a member of SLT is informed of any incident
- To carry out duties at all times in accordance with the Academy's Health and Safety Policy · To participate in your continued professional development and to actively participate in identifying training and development needs and to attend appropriate training as and when required
- To undertake other duties and responsibilities commensurate with the post as determined by the Line Manager
- You will hold a clean driving licence and either a D1 category on your licence or have completed the school minibus driving test.
- This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

# Person Specification

Qualifications	ESSENTIAL/ DESIRABLE
Full clean Drivers Licence with 'D1' entitlement	E





# Working at The Holmesdale School

## Benefits

- Discounts with local and national retailers, cinemas and restaurants
- Local Government Pension Scheme – with a generous employer contribution
- Self Sacrifice Shared Cost AVC (Additional Voluntary Contribution) Scheme
- Employee Referral Recruitment Incentive
- Access to training and development
- On-site Parking

## Well-Being

- Employee Assistance Programme – Wellbeing and advice
- Generous Holiday entitlement of 26 days (SAT A-E), 28 days (SAT F-J), 30 days (SAT K+) plus Public holidays, that increases on length of service
- Christmas Closure
- Cycle to Work scheme

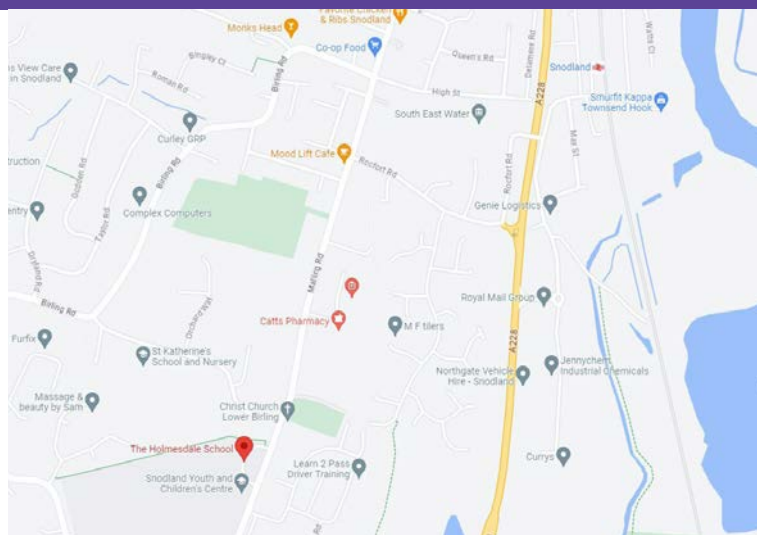
# Finding Us

**The Holmesdale School**  
Malling Road, Snodland, Kent ME6 5HS

01634 240416  
THS\_Office@swale.at

**Closest Train Station:** Snodland Station  
Approx. 18 minute walk

**Closest Bus stops:**  
The Holmesdale School - 71, 149, 151, 549, 575





## The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the Kent-Teach website and applications should be made via this route. Alternatively, completed [SAT Application Forms](#) can be sent by email to [louise.bates@swale.at](mailto:louise.bates@swale.at) or by post to the following address:

Louise Bates  
The Holmesdale School  
Malling Road  
Snodland  
ME6 5HS

## The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form. The Holmesdale School may complete online checks of any candidates as part of the Shortlisting Process.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

## Conditional Offer

- Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:
- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.



## **Safeguarding**

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

## **Retention of information**

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

## **Privacy Notice**

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold.

This can be downloaded here: <https://www.swale.at/page/?title=Privacy+Notice&pid=33>



# Overview of Swale Academies Trust

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

## Swale Academies Trust - Schools

### Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

### Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

## Central Support Services

- Human Resource Team
- Finance Team
- ICT Team
- Estate Management
- Governance and Communications





# Swale ACADEMIES TRUST

