



STRATHALLAN
SCHOOL

Opportunities for all to excel



School Driver - Day Pupil Transport

To start in post as soon as possible

Introduction

We are seeking a driver for our Day Pupil transport service. This post offers 22 hours a week term-time only and is split over six days per week. A standard working week would be Mon-Fri 0600-0800/1900-2100 and 0600-0800 on a Saturday. Routes and time may vary

This post would suit someone as secondary employment or a retired individual looking for extra income.

The ideal candidate will already have a DI qualification and a full clean driving license, previous experience driving 17-seater minibuses is preferred but not essential.

As well as general driving duties, you will be expected to perform basic administration and fault reporting for your vehicle and comply with all relevant legislation.

The School



Strathallan School is a leading co-educational boarding and day school with an outstanding reputation academically in sports and the arts. There are 545 pupils aged 8-18, divided between Strathallan Prep School and Strathallan Senior School. There are three senior Girls' Houses and the four senior Boys' Houses, and a junior boarding house. Approximately 65% of the pupils are full boarders.

The School is situated in the beautiful Earn Valley as a self-contained wooded estate of 153 acres on the edge of the village of Forgandenny. Perth is the nearest town, some ten

minutes away by car and access to the motorways puts Edinburgh (45 mins), Glasgow (1 hr) and the Scottish Highlands within easy reach.

The School is well-resourced with a mixture of traditional and modern buildings. The Main Building, a Grade B listing, was once a large private mansion, bought by the School's founder, Harry Riley, in 1920 when he moved the School from its original 1913 location in Bridge of Allan.

Strathallan employs 215 members of staff: 98 teaching staff and 99 support staff, and 18 instructors.

The School exists to provide inclusive all-around education for its pupils in a nurturing and caring environment. Our aim is to engage pupils to be their best and prepare them for the demands of further study and future work in an increasingly diverse and global university and employment market. We do this through opportunities that inspire and challenge and expect effort and hard work from each pupil in achieving their best, based on values of respect, kindness, honesty, hard work, humility, and excellence, all underpinned by the fundamental value of love.



Job Title:	Day Pupil Transport Driver
Reporting to:	Domestic Operations Manager/Transport Supervisor
Responsible for:	N/A

Core Purpose:

The post-holder is expected to uphold the values and ethos of Strathallan School and act as an ambassador for the school.

The Day Pupil Transport Driver is responsible for the safe and timely transport of pupils to and from School at the designated times and via the designated routes.

Responsibilities:

- Responsible for the safe and timely transportation of school pupils at the designated times and via the designated route.
- Communicate with parents as directed.
- In the event of breakdown or vehicle issues whilst en route, contact the Transport Supervisor or Domestic Operations Manager immediately and follow designated instructions.
- Maintain the daily register of pupil attendance designated to that route. In the event of pupil absence, ensure the attendance sheet is completed accurately and filed with the Transport Supervisor.
- Responsible for the internal and external cleanliness and hygiene of the vehicle.
- Responsible for the reporting of any vehicle faults or concerns.
- Report in a timely manner any unacceptable pupil behaviour.
- Undertake regular training and maintain knowledge of the School's transport protocols.

National and School Standards (*all staff*):

- Maintain professional expertise by undertaking regular CPD;
- Adhere to the GTCS Code of Professionalism and Conduct as well the School's Code of Conduct for staff;
- Undertake regular Child Protection training and complying with child safeguarding requirements (GIRFEC) and understanding the reporting responsibilities.

Person Specification

Attributes	Ess/Des
Qualifications	
Full UK driving licence	E
Full UK Driving Licence with DI classification	D
First Aid at Work	D
Experience	
Experience as a large vehicle driver	D
Experience working with Children	D
Experience in Customer Service	D
A working knowledge of establishment health and safety procedures	D
Skills	
Excellent communication skills, particularly verbal	E
Excellent organisational and administrative skills	E
An ability to work on own initiative and to be flexible	E
Ability to prioritise and work calmly under pressure	E
Personal characteristics	
Positive and enthusiastic	E
Punctual, reliable and trustworthy	E
Confident, friendly and approachable	E
A team player	E
Smart and professional appearance	E
An affiliation with the ethos and values of Strathallan School	E

Terms & Conditions

Hours of work:

22 hours a week across 6 days a week term-time only.

Remuneration

£9.31 per hour

Other Info

As the work is in a school context, you will be required to attain PVG membership. You should, if possible hold a valid full UK driving license and must be eligible to live and work in the UK.

APPLICATION PROCESS

Further details of the School are available on the School's Website www.strathallan.co.uk

A completed application form along with a CV and covering letter should be emailed to hr@strathallan.co.uk or posted to the HR Manager, Strathallan School, Forgadenny, Perth, PH2 9EG

**The deadline for applications is Friday, 24th September 2021 (12 noon).
Interviews will be held week commencing 27th September 2021.**