

## Candidate Information Pack

### Casual Minibus Driver

**Required:** As soon as possible

**Interview Date:** TBC



# Welcome to Burton Borough School a proud member of the Learning Community Trust

Dear candidate,

We are committed to providing a high-quality education that prepares our students for a happy, successful life and enables them to make a positive contribution to society. Our school is built on the values of ambitious, proud, and caring. We believe that these values are essential in shaping the character of our students and preparing them for the future.

At BBS, we understand that education is not just about academic excellence, but also about fostering strong relationships with families and the community. We believe that working in partnership with families and the community is crucial in providing a holistic education for our students. We encourage parents and guardians to be actively involved in their child's education and to work with us in creating a supportive and enriching learning environment.

Our dedicated team of teachers and staff are committed to providing the best possible education for our students. We believe that every child has the potential to succeed and we strive to create an environment that nurtures and supports this potential. We offer a wide range of programs and activities that cater to the diverse interests and needs of our students.

At BBS, we place a strong emphasis on learning and getting a good education. We believe that education is the key to unlocking a world of opportunities and possibilities for our students. Our curriculum is designed to challenge and inspire our students, and our teachers are dedicated to helping each student reach their full potential.

Thank you for considering BBS for your child's education. We look forward to working with you and your family in providing the best possible education for your child.

Yours sincerely,

Mrs C Bedford

Principal  
Burton Borough School

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# About the School

It is an exciting time to be joining BBS. In April Ofsted noted in its inspection that “leaders are driven and determined” and that the school is “taking effective action to improve the quality of education”.

This year we have converted to a horizontal pastoral structure to ensure we can give bespoke support at each year group level. We have also embedded a whole team devoted to our Year 7 cohort as we recognise the need to nurture following lost learning at such a young age. We take pastoral care incredibly seriously at BBS and have a superb team of staff who always put the interests of the community first.

The school is implementing a new and innovative Teaching and Learning strategy which has been created by the staff team, matching the needs of our school and its community. Staff who have a passion within this area will find that there are numerous opportunities to share good practice and get involved in developing pedagogy throughout the school and across our Primary Cluster.

As an inclusive school, our aim is to provide an excellent education for all students, no matter what their background, needs or abilities. This is an exciting time to join the school if you are someone who embraces change and enjoys trying out new things.



## Your Professional Learning

We are very proud of our professional development opportunities in the school. All teachers, whether you are an NQT or Senior Leader, are expected to improve their craft in the classroom and to share their expertise with their colleagues. This will include the successful applicant to this post.

Our CPD provides personalised learning opportunities to support staff to meet their appraisal objectives and to help them move on to the next stage in their teaching career, whether that is securing the foundations during their ECT or working with staff who aspire to leadership.

We extend this CPD throughout our staffing structure. Both the SEND and Pastoral teams have weekly CPD enabling them to develop professionally and ensure that we have highly trained and knowledgeable staff who can understand the needs and requirements of all of our students.



Job Title:	Casual Minibus Driver	Salary:	Scale 1	Work Schedule:	Casual
Location of Role:	Burton Borough School				
<b>Role Specific Information</b>					
Main purpose of role	To provide safe and secure transport primarily for students aged 11-16 either to and from school, an alternative education learning centre, educational visits or sports fixtures. There may be students with challenging behaviour. On occasion there may be a requirement for transportation for after school activities.				
Duties and Responsibilities	<ul style="list-style-type: none"> <li>• To drive and be responsible for a Mini-bus vehicle which will be used for the transport of students.</li> <li>• To undertake vehicle checks and routine maintenance as required such as checking oil, water, tyre pressures and taking the vehicle for regular servicing.</li> <li>• To ensure that, at all times, students are transported in a safe and appropriate manner.</li> <li>• To present a positive image of the school, and be polite, courteous and considerate in dealing with students.</li> <li>• To keep the appropriate records, e.g. log sheets, maintenance schedules up to date and in the recommended manner.</li> <li>• To respect confidentiality at all times.</li> <li>• The postholder may be required from time to time to undertake other duties not specifically mentioned in this job description.</li> <li>• Ideally to hold a Level 3 First Aid Certificate or be prepared to complete First Aid training as appropriate</li> </ul>				
<p>The postholder will be expected to carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade.</p> <p>The postholder will be expected to actively follow BBS &amp; Learning Community Trust policies, including those such as Safeguarding, Equal Opportunities, Human Resources, Information Security and Code of Conduct etc.</p> <p>The postholder will be expected to maintain an awareness and observation of Fire and Health &amp; Safety Regulations.</p>					
Line manager	Business Manager				
Review arrangements	This document will be reviewed following end of year Performance Management reviews and in conjunction with the arrangements stated in the Appraisal policy for Support Staff. However, either party may raise issues at any time that is appropriate.				

*The Learning Community Trust is committed to safeguarding and promoting the welfare of children and young people. All post holders are subject to an enhanced DBS check (including a check on the children's barred list) and an online search for the successful applicant. References will be checked following the Learning Community Trust recruitment and selection process.*

*References will be required for all shortlisted candidates, prior to interview and these will be checked following the Learning Community Trust recruitment and selection process. In line with the Statutory Guidance Keeping Children Safe in Education an online check will also be undertaken for all shortlisted candidates prior to the interview. Shortlisted candidates will also be required to complete a criminal self-disclosure declaration, posts that involve working in regulated activity are exempt from the Rehabilitation of Offenders Act, please note it is a criminal offence for individuals on the barred list for children to apply for any post working with children. For more information, please refer to The MOJ's guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, for information about which convictions must be declared during job*

applications and related exceptions and further information about filtering offences can be found in the DBS filtering guide.

We are committed to equality and diversity and follow the Safer Recruitment practices as set out in the Statutory Guidance - Keeping Children Safe in Education. For more information regarding our school's commitment to safeguarding, please see our Child Protection & Safeguarding Policy. For more information regarding our school's commitment to safeguarding, please see our Child Protection & Safeguarding Policy. [Child Protection and Safeguarding Policy 2025-26 v3\(1\).pdf](#)

## Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications and experience</b>	Applicants must possess a clean D1 category driving licence to drive a 16-seat minibus vehicle.	<ul style="list-style-type: none"> <li>Level 3 First Aid Certificate</li> <li>A PCV licence is desirable but not essential</li> <li>Experience in the direct provision of student transport services.</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>Ability to undertake normal day to day maintenance of the vehicle, e.g. checking oil and tyres, etc.</li> <li>Ability to communicate with passengers and users.</li> <li>A licence to drive a 16-seat minibus vehicle is required.</li> <li>Ability to work as part of a team.</li> </ul>	
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>Sympathetic and friendly.</li> <li>Reliable.</li> </ul>	

This post has been identified as a customer facing role and therefore the Learning Community Trust is required to fulfil their statutory duty under Part 7 of the Immigration Act 2016. As an academy the Trust is obliged to ensure member of staff in such roles are able to have a command of spoken English which is sufficient to enable the effective performance of their role.

This post has been assessed as requiring level C Proficient User under the Common European Framework of Reference for Language (CEFR).

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We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

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Type of criminal records checks required for this post	Ticked as required
None	
Standard Disclosure	
Enhanced Disclosure	x
Working with Adults - Regulated Activity	
Working with Children - Regulated Activity	

# Safeguarding

BBS fully recognises its responsibility to safeguard and promote the welfare of students and young people. We are committed to ensuring that students have opportunity to thrive within a safe learning and working environment. Our school expect all staff and volunteers to share this commitment. Our Safeguarding Policy, which applies to all staff, Governors and volunteers working in the school, has five main elements:

1. Ensuring we practise safer recruitment in checking the suitability of staff and volunteers to work with our students.
2. Raising awareness of child protection issues and equipping students with the skills they need to keep them safe.
3. Implementing procedures for identifying and reporting cases, suspected cases, of abuse.
4. Supporting students who have been abused in accordance with their agreed protection plan.
5. Establishing a safe environment in which students can learn and develop.



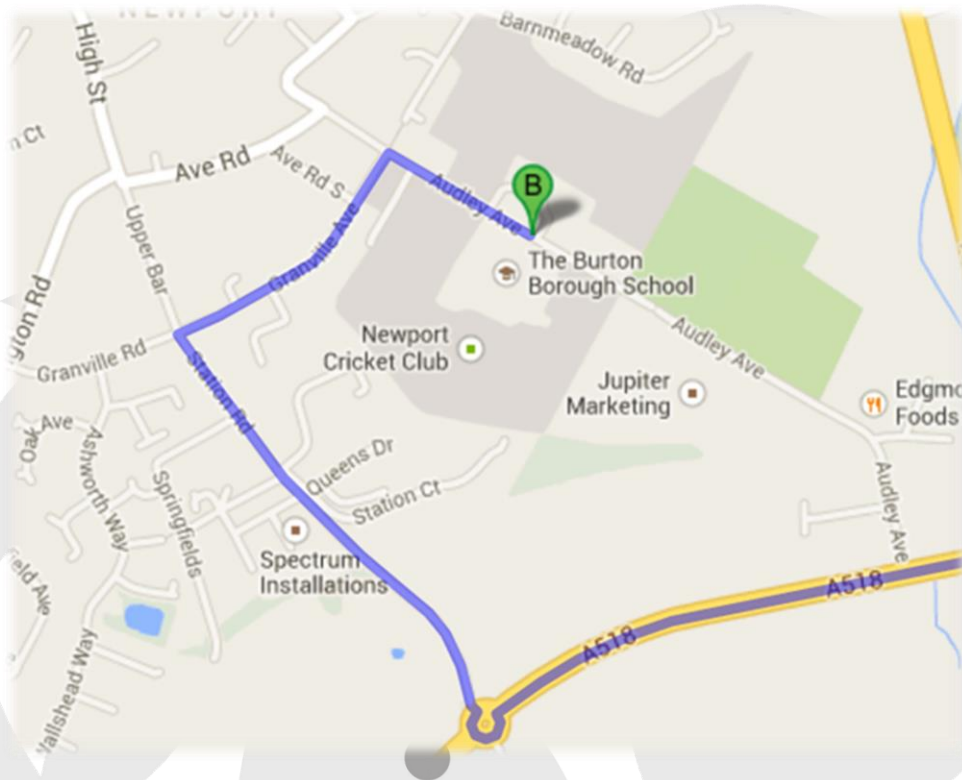
The staff at BBS are aware of how they share in the school's responsibility to safeguard and promote the welfare of students and young people. Our 'Professional Code of Conduct' establishes expectation in relation to conduct towards students and all staff are issued with the strict guidelines on what are considered to be safer working practices which must be observed at all times. If any member of staff has a concern that the school's code of conduct or expected safer working practices were not being followed, and a student or students were as a result at risk, then they would be expected and supported to raise the concern under the school's adopted 'whistleblowing policy and procedure'.

Our school also operates within other policies relating to safeguarding, child protection and the welfare of students.

To ensure that safer practice in recruitment is reflected at every stage of the recruitment process, our school operates within a Safer Recruitment Policy. Members of the school staff and Governing Body have attended and passed training on Safer Recruitment. All successful applicants will be subject to an enhanced DBS disclosure and references will be checked. All employees of the school will receive compulsory child protection training.

# Local Information

Newport, Shropshire, is a beautiful market town in the borough of Telford and Wrekin. It is located on the Shropshire/Staffordshire border, equidistant from Shrewsbury, Stafford and Wolverhampton. We are the only comprehensive school in Newport with two single sex, selective grammar schools nearby.



## How to find us

**From the North:** At Junction 14 (M6), take the B5026 to Eccleshall, then take the A519 following the signs for Newport.

**From the South:** At Junction 12 (M6), take the A5 exit to Telford/M54, exit at Junction 3 (A41) following the signs for Newport.

**Audley Avenue  
Newport  
Shropshire  
TF10 7DS**

**Telephone:** 01952 951408  
**Email:** burtonborough@lct.education  
**Website:** www.burtonborough.org.uk

**Facebook/Instagram:**  
@BurtonBorough

