



FORRES SANDLE MANOR

INDEPENDENT PREPARATORY SCHOOL

School Minibus Driver Part Time (25 hours per week) / Term Time Only



Start Date

April 2022 or as soon as appropriate screening checks are completed

Closing Date for Applications

Ongoing applications are encouraged (multiple drivers are required.)



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INTRODUCTION

Welcome to Forres Sandle Manor. Established 140 years ago, Forres Sandle Manor is a delightful family centred school with an enviable history. Located on the edge of the New Forest, in Fordingbridge, Hampshire, Forres Sandle Manor offers a holistic, rounded education and prides itself on a strong sense of community and family. The School is set within 35 acres of stunning grounds. The original manor house and main focal point is recorded in the Domesday Book; an Elizabethan House, largely rebuilt around 1900 but retaining the Tudor style, now home to extensive boarding facilities. Beyond lie the sports fields, an astro pitch, a heated swimming pool, cricket pitches, a multipurpose sports hall, netball/tennis courts, as well as beautiful woodland. Significant funds will potentially be spent to construct a new project which will focus on STEM and include art and design facilities. We prepare our boys and girls for 13+ Common Entrance and scholarships to senior independent schools including Canford, Dauntsey's, Bryanston, Sherborne and Claysmore. We have recently announced that we will extend this provision to 16+ from 2024. We have high academic standards and these were strongly endorsed in our most recent ISI report. FSM's leavers have celebrated 100% success rate at Common Entrance. Our location in the beautiful New Forest enables us to offer a broad and exciting curriculum which stretches to the outdoors. Lessons can be taught in the stunning grounds and in the Anglo-Saxon Roundhouse. Full, weekly and flexi-boarding is available and the family atmosphere within the Boarding House helps children relax and feel as if they are at home. Thank you for your interest in joining the staff at FSM. This is an incredibly exciting time to be joining the school. We are looking for an Accountant to lead the school's Finance function. The role represents a significant opportunity for the right individual to be the finance expert and advise the Senior Leadership Team and the Finance Committee on matters relating to Finance. We welcome applications from qualified individuals who will relish the opportunity to make an impact. If this is you, I look forward to reading your application.



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Location

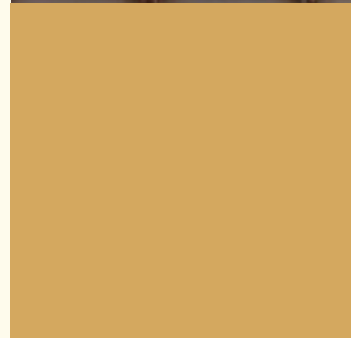
The school stands in acres of wonderful countryside located on the borders of Hampshire, Wiltshire, and Dorset. Fordingbridge, a small, picturesque, riverside town, is referred to as the 'Gateway to the New Forest' and is located between the cathedral city of Salisbury and the coastal towns of Christchurch, Bournemouth and Poole. The area is steeped in history and boasts easy access to the beaches of the Jurassic coast, riverside walks, the New Forest, and numerous historical and family attractions. It is one of the most beautiful locations in Southern England. The School is located 12 miles from Salisbury, and less than 20 miles from Bournemouth town centre.

Aims and Pastoral Care

Forres Sandle Manor School staff are dedicated to doing the very best for the pupils in their care. This is evident in the nurturing atmosphere and the positive relationships that exist between all members of the School community. Every child is made to feel important and secure, a valued member of the School, allowing their learning to develop and encouraging independence of thought. The pastoral care is excellent; teachers demonstrate concern for their pupils and readily listen to their views. The School's aim is to provide a supportive, physical, emotional, and intellectual environment, its ethos best encapsulated in the statement that "Happy Children Succeed".



THE CANDIDATE



We are looking to recruit an enthusiastic and suitably experienced School Minibus Driver initially to provide a safe minibus service for the normal school pick ups and drop offs. There is also the opportunity for additional hours for excursions, sports fixtures, weekend boarding activities and to conduct termly airport runs locally or to Heathrow / Gatwick.

Candidates should have some experience working with children and hold a clean UK driving licence. Ideally, candidates would hold a D or D1 licence without the 101 (not for hire and reward) restriction, a current CPC qualification and knowledge of using a Tachograph, according to DVSA regulations.

This role could also incorporate a Coordinator responsibility, organising the team of yourself plus 2 to 3 other drivers, liaising with the School / parents where necessary, ensuring legal compliance for licences etc. as well as ensuring that our vehicles are clean and well maintained.

Our School minibus drivers are important members of our pastoral team, where their conduct is as important as their driving skills. Our branded buses and drivers are a visible part of our School's public face and represent a very important aspect of our local marketing.



JOB DESCRIPTION

Part time / Term Time only +10 days To be discussed at interview

The duties and responsibilities below are illustrative. The position holder will be expected to become involved in a range of work on occasions that may not be shown below:

School Minibus Driver

The successful candidate will:

- Hold a clean driving licence (for driving up to 9-seat vehicles)
- Ideally hold a clean PCV driving licence with either D or D1 without the 101 (not for hire and reward) restriction
- Ideally Hold a Current CPC qualification
- Ideally Hold a current First Aid Certificate
- Ideally Have experience of working with a Tachograph Card according to DVSA regulations
- Ideally have a clear understanding of tachographs and WTR
- Have previously worked with children
- Have a patient and understanding nature
- Ensure the safety of all children throughout the journey in line with our School Minibus Policy
- Be responsible for following designated routes for the collection of students in the morning at particular times at particular places and returning them in the afternoons
- Ensure any issues with school transport is reported immediately
- Maintain the minibus in excellent condition at all times
- Report any pupil late arrivals to the school
- Report any safeguarding issues to the school - thorough training will be provided during induction
- Liaise with the school line manager



HOW TO APPLY

Please complete the non-teaching application form which can be found here ([Insert Hyperlink](#)) on our website, completed application forms should be sent to Sadie Pretty at the following email address: office@fsmsschool.com

Applications are encouraged as soon as possible and Forres Sandle Manor reserves the right to remove this advertisement ahead of the closing date should a suitably experienced candidates be found.

Forres Sandle Manor School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All our posts are subject to an enhanced DBS disclosure, two work references and other relevant employment checks to this role.

We are an equal opportunities employer.

