



REDMAIDS'  
HIGH SCHOOL  
FOR GIRLS | BRISTOL

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Burfield  
House

Reception  
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REDMAIDS'  
HIGH SCHOOL

## Driver/Caretaker

40 hours per week Monday-Friday Term Time Only: full-time and part-time considered

**Closing Date: Monday 8 April 2024 (9am)**

Redmaids' High School: A company limited by guarantee, company number: 5165135. Registered Office: Westbury Road, Westbury-on-Trym, Bristol, BS9 3AW. Registered charity number: 1105017





## About the Post

We are currently seeking one or more confident, self-motivated driver/caretakers to support our students and School site during term time. As the role involves morning and afternoon commute and daytime driving for School trips, we can consider one full-time recruit or share the hours between the right candidates.

You may already have experience or perhaps you are looking for a new opportunity and are keen to train afresh. There's no 'one size fits all' at Redmaids' High, so, if you have the right skills and attributes, then we can provide you with the training to be successful. Provided you have been driving for at least two years and have a clean D1/D1E driving licence, then we would love to hear from you.

**Hours:** To be agreed up to a maximum of 40 hrs per week, term time only

**Pay:** £18,270 per annum for a 40hr week (£11.55 per hour)

**Fee Discount:** Fee remission for staff with girls attending the School

Whilst some experience of working in a school is desirable, having the right skill set is more important to us. Can you work independently and help support our students as they move to and from school? If so, then apply to join our team of Caretaker, Maintenance and Driving Professionals to make a real difference to our community. In return you will receive a competitive salary which includes a shift allowance and the opportunity to work in our beautiful, established grounds and buildings.

## About the School

Occupying a spacious, green and open site near to Bristol city centre, Redmaids' High School is the oldest surviving girls' school in Britain with a history that dates back to 1634. Formed out of a merger between the Red Maids School and Redland High School in 2016, we are proud to be one of the leading independent day schools in the South West.

Staff and governors of the school are united in their vision of an ambitious and caring education, which helps each and every student fulfil their aspirations. We are committed to playing a proactive role in encouraging students to define and shape not only the paths they will take, but the wider world around them beyond their time with us.

All members of the community are involved in the vibrant extra-curricular life of the school. Whether supporting our superb music, dance and drama productions, leading academic clubs and societies or participating in trips, there is much to enjoy for everyone.

We are fortunate to have superb facilities available across the school site. Our Sixth Form centre is a world-class space, while the main hall provides an outstanding venue for productions and concerts and is a beacon for performing arts across Bristol. The 2021-2022 academic year also saw the completion of Phase 1 in our ambitious plans for sport, with the launch of 'The Lawns' and top-class facilities for hockey, netball and a plethora of other sports.

Redmaids' High is an inclusive environment and is continuing to take steps to enhance and improve our diversity and equality of opportunities. We welcome applicants from all backgrounds.



## Job Purpose

To work primarily within the Transport team driving the School minibuses on student commuter routes, sporting fixtures and school trips as required, but also providing support to the maintenance team, undertaking maintenance work across our buildings and grounds.

## Key Responsibilities

**Under the direction of: Estates & Operations Manager, working alongside the School Transport Supervisor**

- Daily collection and drop-off of students at agreed points along School minibus routes as required.
- Assisting the School Transport Supervisor to ensure all school vehicles are well-maintained at all times (including refueling, cleanliness and general maintenance checks).
- Other ad-hoc driving duties as required and by prior arrangement.
- General maintenance as directed by the Estates & Operations Manager.
- Assisting with the maintenance programme during the summer holidays.
- Being alert to the security of the school and the girls throughout the day, especially during the hours when students are being dropped off and collected from school.
- Representing the school in front of staff, students, parents and neighbours at all times.
- Providing holiday/absence cover for other team members when required.
- Carrying out any other reasonable duties associated with the role, as requested by the Chief Operating Officer, Estates & Operations Manager, Head Caretaker and Transport Supervisor.
- Safeguarding and promoting the welfare of all students in and visiting the school.
- Attending/undertaking training courses as required in order to fulfill the requirements of the role.



## Person Specification

The successful candidate will demonstrate the following skills and competencies, and must hold:

- Hold a full, clean D1/D1E driving licence with a minimum of two years' driving experience and be prepared to drive a 17-seater minibus + trailer outfit.
- Be willing to undertake MiDAS training and achieve certification.
- Be honest, reliable and trustworthy.
- Be able to work both as part of a team and independently.
- Have good communication skills.
- Demonstrate an efficient, pleasant and professional manner with colleagues, students, parents and members of the public at all times.
- Some knowledge of basic vehicle maintenance preferable but not essential.
- Basic IT skills such as Outlook / Word.
- Be flexible with regards to start and finish times to meet the demands of the school.

## How to apply

To apply, please complete an Application Form and send to Simon Hodges, Estates & Operations Manager, at [s\\_hodges@redmaidshigh.co.uk](mailto:s_hodges@redmaidshigh.co.uk).

**The closing date for applications is Monday 8 April 2024 at 9am**

*We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared when applying. You may post your declaration in an envelope marked 'Private & Confidential for the Head which will only be opened should you be shortlisted. If you are successful, you will also be required to apply for an Enhanced DBS (Disclosure and Barring Service) certificate, which we will organise for you.*