



WINDERMERE SCHOOL

FOUNDED 1863

CANDIDATE INFORMATION

Part-time School Driver



ABOUT WINDERMERE SCHOOL

Windermere School is nestled on a hillside within 45 acres of the National Park landscape that has been the inspiration for world-famous artists, poets, and authors, a sanctuary and the antidote to congested city life, a fascination to scientists, a home for adventurers as well as part of the masterpiece of human creative genius that affords us World Heritage status. It is a daily inspiration to every one of us fortunate enough to call it our school.

If you are looking for somewhere which is determined, friendly, adventurous and hard working; which has a strong sense of community and a clear drive; which seeks an ambitious future through its actions today; and most importantly a place with the pupils at its heart, then you may just be looking in the right place.

But that is only the start of the experience, our progressive boarding approach and dynamic curriculum rooted firmly in the shared values of the International Baccalaureate and Round Square combine for a unique and powerful offer.

This is a confident, kind, compassionate place to live and work. It is a busy, thriving community, with an excellent, committed and skilled staff, both teaching and support.

“Windermere School is unique. Set amidst the stunningly beautiful mountains and lakes of Cumbria, it delivers an exciting and forward-thinking curriculum, shaping the hearts and minds of the next generation. We aim to educate children to be capable and thoughtful, resourceful, courageous and caring. This is a school where young people can enjoy their schooldays and parents can be confident that their children are following the very best pathways to university and to adult life.”

- Frank Thompson, Head of Windermere School

LOCATION

Air

Windermere is just a 90 minute drive from Manchester and Liverpool international airports. Transfers to/from these airports are included on the designated course arrival and departure dates. Transfers to/from other airports can be arranged at an additional cost.

Rail

The school is a five minute taxi ride from Windermere railway station. High speed rail services connect London Euston to Oxenholme (Lake District) in under 3 hours. From Oxenholme (Lake District) there are connections to Windermere station which take approximately 20 minutes. A transfer service can be arranged from Windermere or Oxenholme (Lake District) railway stations with prior arrangement.

Road

The school is easily accessible by road. From the M6, leave the motorway at Junction 36 and join the A590 towards Kendal which becomes the A591 just before Kendal. Continue on to the A591 into Windermere. Turn right at the mini roundabout on to the A592 towards Penrith and Windermere School (Senior Campus) is located about a mile along this road on the right-hand side. The town of Windermere is approximately a mile from the School's Senior campus.



SUMMARY OF THE ROLE

Job Title

School Driver

Position Type

Part-time

25 hours a week plus 72 hours travel day cover.

7.00am to 12 noon Monday, Tuesday and Wednesday.

2.00pm – 7.00pm Monday and Tuesday, term-time only

plus 12 x 6-hour airport journeys on student travel days with further casual hours by agreement.

Accountable to

Drivers are accountable to the Transport Manager and work closely with the School staff, maintenance contractors, parents and students.

Job Overview

Windermere School takes pride in the quality of the education, opportunities and facilities available to students. The efficiency of its transport service for students, staff and visitors is extremely important and plays an important part in attracting and retaining students. School transport is “high-profile” and so the appearance of vehicles and the behaviour and appearance of drivers will help determine how the School is judged – they should set a good example at all times.



JOB DESCRIPTION

PURPOSE

- To provide a daily, evening transport service for pupils from Windermere School's Browhead and Elleray campuses to Kendal and Kirkby Lonsdale.
- To provide transport services and supervision of pupils to Manchester and Liverpool airports on travel days, at the ends of each half term.
- To provide a flexible response as a driver, when needed, to provide transport services when other staff at the School cannot meet this requirement.
- To be flexible, in terms of routes driven and duties required, as this position is a supporting role that underpins the efficiency and effectiveness of the School's transport provision

DUTIES

- If available, to undertake irregular transport requests as necessary, including transport of domestic staff to and from their place of work, students to various destinations (eg swimming, sports fixtures, etc), transporting students and visitors to/from the Airport (usually Manchester or Liverpool).

The post-holder must:

- Keep a daily record of students on board the bus and submit this to the Transport Manager who maintains a record of the student transport service.
- Comply with the School's current Transport Policy.
- Drive safely and carefully, complying at all times with the Highway Code and road traffic regulations.
- Ensure that vehicles are fuelled and inspected routinely before use for safety, defects and appearance.
- Ensure driver log sheets are filled in correctly and that any defects are reported.
- Be mentally and physically fit to drive – if in doubt, the post-holder should not drive.
- Drivers are required to undertake and pass a DVLA medical prior to appointment and periodically thereafter.
- Report to the Transport Coordinator any alteration made by the Police/DVLA to his/her driving licence, including any driving offences and alterations to the class of vehicle that he/she is licensed to drive.

CHILD PROTECTION RESPONSIBILITIES

The post-holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School's Child Protection Officer.

Windermere School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

QUALIFICATIONS AND KEY PERSONAL QUALITIES/SKILLS

- A fully qualified, safe, careful driver with a clean driving licence, including Category D1 (able to drive minibuses).
- Diligent in attending training related to this position.
- Punctual and hardworking.
- High personal standards of work, behaviour and appearance.
- Common sense and initiative.
- Polite, a sense of humour and the ability to cooperate with a wide cross-section of people.

HOURS OF WORK

- Part-time employment, term-time only (34 weeks per year).
- Core hours will be term time 7.00am to 12 noon Monday, Tuesday and Wednesday and 2.00pm – 7.00pm Monday and Tuesday with further hours on a casual, relief basis.
- Public holidays which fall within term time are normal working days and will be paid at the normal rate of pay. There are usually one or two of these each year.
- Six hours (variable times) for 12 days per year at the start and end of each term.
- Airport runs and overtime will be paid at standard rate, unless eligible for anti-social hours enhancement. This is for hours between 12.00 midnight and 6.00am and will be paid at double time of standard rate.
- Part-time and Relief Drivers are expected to attend training courses/sessions (eg driver competency training) when necessary, for which they will receive their hourly rate of remuneration.
- The post-holder is expected to be flexible and work some additional hours in the school holidays if required.
- Relief driving is by mutual agreement, depending on the School's requirements and the availability of the Relief Driver.

REMUNERATION

- This position is remunerated at a rate of £11.46 per hour. Salary is reviewed annually, with any a minimum wage alteration introduced from 1st April 2025.
- The Part-Time Driver is entitled to 25 working days' paid holiday and 8 paid public/bank holidays (pro-rated for part-time working) per year, by agreement with the Transport Coordinator. The school is closed to all staff between Christmas and the New Year, with this period of leave being deducted from the annual holiday entitlement of full-time staff.
- The part-time term-time only salary is £12,283 and is based on 25 hours per week for 34 weeks per year, with 6.6 weeks' holiday per year prorated for part-time working. (See option to work additional hours at same hourly rate, below).
- School Sick Pay. During the first and second years of service, a maximum of two weeks per year. During the third and subsequent years of service, a maximum of four weeks (prorated for part-time employment).

- Lunch, taken in the Dining Room when on duty, is free during term time. The lunch break is unpaid.
- A 70% school fee concession (reduced pro-rata for part-time staff) is available to employees.
- In the case of part-time employment, the employee will be remunerated pro-rata.

MISCELLANEOUS

- The School operates a No Smoking policy throughout its buildings and grounds, including vehicles.
- The post-holder must be prepared to operate from and visit Windermere School's three sites: Browhead Campus, Elleray Campus and Hodge Howe Water Sports Centre, and to visit a wide variety of locations in the course of their duties.
- Due to working in the proximity of children, all staff must be cleared with the Disclosure and Barring Service and applicants must provide a summary of all previous employment, with an explanation of any "gaps" in continuity. Three satisfactory references must be provided, including from current/most recent employer.



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