



# Berkeley Green UTC

Application Pack – January 2023

## **Minibus Driver**

*£19,038 pro-rated*

*Contract Type: Permanent, Term Time Only (37 weeks), Part time*

*Hours: 15 hours per week*

*Apply By: 4<sup>th</sup> February 2023*

*Start Date: As soon as possible*

Dear Candidate

Thank you for taking the time to read about the UTC and the Minibus Driver role. I'm delighted to tell you more about our wonderful school and the many reasons why you should consider coming to work with us.

At SGS Berkeley Green UTC technical knowledge and skills are highly prized. Our students join us in year 10 or 12 to follow one of two specialist pathways: Engineering or Digital Technologies (including Cyber Security). They are highly motivated and determined to do well in their chosen sector.

The UTC was built in 2017 to meet the needs of local employers, and they helped design the building and facilities. As a result, our students have unrivalled access to high-quality resources, equipment and support, and enjoy being on a state-of-the art campus. Staff are experts in their subject areas and benefit from excellent CPD. We have an industry-standard Security Operations Centre as well as a large number of computing classrooms.

Even the briefest visit to the UTC will demonstrate what makes us unique: a culture of professionalism. The young people we work with are polite, respectful and inclusive. They dress smartly and behave appropriately. We are small enough that we get to know every student and we are all on first-name terms.

Our courses are both academic and technical; each pathway is valued equally. Students progress to courses at Russell Group and other universities, to apprenticeships, further education or employment. In addition to outstanding support from local employers, we are also sponsored by the University of Gloucestershire. Our students have access to a wide range of regular talks, events, work experience and trips to help broaden their progression opportunities. As a result, we are in the top ten schools nationally for students gaining apprenticeships.

It short, it is a privilege to work in a setting where you can really immerse yourself in the area you are passionate about with students who will share your enthusiasm, and with fantastic resources at your disposal. We are quite unlike any other school in the area.

If this all sounds too good to be true, come and see for yourself.

With very best wishes

Gareth Lister  
**Headteacher**

## Berkeley Green UTC – Who are we?

Opened in September 2017, SGS Berkeley Green UTC is one of Gloucestershire's newest educational institution providing the high quality academic education you would expect from a school with the technical and employer focused education of a college.

Students join us for their GCSEs in Year 10 or A Levels and Technical Qualifications in Year 12 and thrive in this dynamic learning environment. Our work with employers gives you the competitive edge when looking for employment within the areas of Engineering, Digital Technologies and Cyber Security as well as giving you the first class education that you would also expect from a secondary school or sixth form setting.



The UTC provides specialist high quality vocational and academic education for learners aged 14-19 with a strong interest in Engineering, Digital Technologies and Cyber Security. SGS Berkeley Green UTC is one of about fifty University Technical Colleges nationally.

As with all UTCs, SGS Berkeley Green UTC's curriculum has been developed in partnership with employers, who have taken an active role in the development of the UTC. Students follow the national curriculum enabling them to achieve the same number of GCSEs that they would in a school, but because of the longer school days they also have an additional forty percent of their time focused on undertaking specialist vocational education and projects led by employers in the areas of Engineering, Cyber Security and Digital Technologies. This enables students at a UTC to become more attractive to employers as they have practical, relevant skills as well as having the same excellent education and qualifications that they would get within a secondary school or sixth form.



## Job Description

<b>Job Title</b>	Minibus Driver
<b>Organisation</b>	Berkeley Green UTC
<b>Reporting to:</b>	Senior Business Administrator
<b>Main Purpose of the role</b>	
To provide a transport service to pupils	
<b>Key Tasks / responsibilities:</b>	
<ul style="list-style-type: none"> <li>• Driving College minibuses in a safe, legal way, via designated routes, in order to transport pupils from/to their home or agreed meeting points at the published times.</li> <li>• Keeping a register of those using the service.</li> <li>• Checking the vehicle for any damage, defects and faults and report accordingly to the UTC office.</li> <li>• Completing accurate and timely mileage logs for every journey undertaken.</li> <li>• Ensuring vehicles are free of litter and left in a safe and secure manner at the end of each journey.</li> <li>• Following Berkeley Green UTC policies and procedures regarding the safe transportation of pupils.</li> <li>• By arrangement and on a casual basis, carrying out other transport duties in liaison with the senior business administrator.</li> </ul>	
<b>Key Interfaces</b>	
<ul style="list-style-type: none"> <li>• Senior business administrator</li> <li>• Office team</li> <li>• Parents</li> <li>• Students</li> </ul>	
<b>Supporting College Goals and Values – all roles</b>	

In addition to the particular requirements and characteristics of individual roles, all people employed by SGS-AT are expected to actively support the achievement of the UTC's goals and, at all times, both internally and externally, to behave in a manner consistent with our mission and values.

This means:

- Performing your role and delivering your service in a way that helps the UTC achieve its strategic objectives and annual development and improvement plans - taking account of available resources and national developments.
- Promoting the image of the UTC as one that is committed to the highest standards of delivery and service.
- Sharing the UTC's commitment to safeguarding and prioritising the welfare of children, young people and vulnerable adults and demonstrating it in your day to day work.
- Sharing and prioritising the effective implementation of the UTC's Equality and Diversity Policy.
- Promoting and implementing best practice in Health and Safety,

#### Measurable Performance Standards for this role

- To support the achievement, progress and progression rates for learners receiving additional learning support

#### Level of Disclosure and Barring (DBS) disclosure required

Enhanced with barred list checks

#### Author and Date

Gareth Lister January 2023

#### Job Evaluation (for HR Completion)

Score		Profile		Level	

As the needs of SGS-AT change, so the above job profile, duties and location of the role within the Trust may be adjusted accordingly.

Where an employee indicates a disability, every effort will be made to make reasonable adjustments. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

## Person Specification

Criteria	Essential	Desirable	Assessed by
<b>Qualifications and attainments</b>			
Hold a Full UK Driving Licence (any penalty points must be disclosed at the time of interview)	✓		Application
Has the appropriate licence category (D1 or PCV)		✓	Application
<b>Experience and knowledge</b>			
Local knowledge of the area and towns around the UTC		✓	Application/Interview
A minimum of 2 years driving experience from the date on which a full UK driving licence was issued	✓		Application/Interview
Previous experience of driving commercial vehicles		✓	Application/Interview
<b>Skills and abilities</b>			
Able to provide excellent customer service, including the appropriate skills to work with children	✓		Application/Interview
Be able to liaise directly with parents	✓		Application/Interview
Be welcoming, with good communication skills	✓		Application/Interview
Can use and be prepared to carry a mobile phone during the course of each journey	✓		Application/Interview
Criteria	Essential	Desirable	Assessed by
<b>Essential UTC attributes</b>			
Initiative: Demonstrating the willingness and ability to use initiative – whether that means deciding on necessary action and following it through - or suggesting ways to work in a better way	✓		Application/Interview
Interpersonal Skills: The ability to communicate and interact with other people in a way that promotes cooperative relationships	✓		Application/Interview
Teamwork: The willingness and ability to collaborate and work closely with colleagues in a mutually supportive manner	✓		Application/Interview

## **Child Protection and Safeguarding**

The successful applicant will be required to obtain and maintain a satisfactory Disclosure Certificate, Enhanced with Children's Barred list check, as a requirement of the job.

South Gloucestershire and Stroud Academy Trust welcomes applications from all sectors of the community and is an equal opportunities employer.