

Role Profile: Home-2-school Driver
Location: Hendon Preparatory School
Function: Driving
Reporting to: Senior Leadership Team

Hendon Prep is a warm, inclusive and nurturing independent preparatory school where every child is known, supported and encouraged to succeed. We pride ourselves on strong relationships, high standards of care, and a commitment to enabling pupils to develop academically, socially and emotionally.

Our community values kindness, resilience and a love of learning. We offer a broad and engaging curriculum alongside a rich co-curricular programme, ensuring that children from Preschool through to Year 6 flourish and reach their full potential. Safeguarding and pupil wellbeing are central to all aspects of school life.

Hendon Preparatory School is seeking a reliable and professional Home-to-School Driver to support our daily pupil transport service.

Role Purpose

The post holder will support the day-to-day transport operations to ensure the smooth and efficient running of Hendon Preparatory School's Home-to-School (H2S) bus service. The role involves helping to maintain an outstanding standard of service, monitoring vehicle check sheets and monthly servicing schedules and overseeing driver records and timekeeping to ensure compliance and operational efficiency.

Key Responsibilities

- Provide Home H2S bus service during term times
- Ensuring all paperwork (daily pre drive, defect, and time sheets) are completed and suitably filed, and driver tacho cards are downloaded on a regular basis
- Ensure a suitable route for all H2S journeys and follow legislation and school policy requirements regarding H2S operation.
- Keep up to date with transport administration and ensuring route registers are updated and available daily for H2S operations and administration during school day and assist with route planning, utilization and timings as needed.
- Ensure vehicles are maintained and PMI's are carried out appropriately within schedule time frames.
- Inform the Transport Coordinator immediately of any hazards, defects, non-compliance of Health and Safety regulations or PSV Compliance regulations including any threat to the wellbeing of any students and staff.
- Ensure parents, students, and staff are treated with politeness and courtesy and be a good ambassador for the school at all times.
- To drive our buses when requested for the home to school transport
- Undertake any training as maybe required in the course of employment.

- Notify drivers of driver infringements as requested by the Transport Coordinator.
- Attend required training

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Role overview**What you'll bring****Essential Skills & Qualifications**

- At least 21 years old
- Held a full British driving licence for a minimum of 24 months
- Must hold an in-date Driver CPC card / qualification
- Must hold an in-date digital tachograph card
- Flexible to work when required with reasonable notice
- Good communicator with both adults and students
- Ability to work split shifts
- Working in an educational environment
- Transporting children
- Record keeping and monitoring

Desirable Skills & Qualifications

- Hold a minimum D1 PCV months manual classification with not more than 3 points
- Experience in passenger carrying vehicles
- Ability to adapt to change in situations
- Hold or be able to obtain a digital tachograph card
- Hold a current Driver CPC qualification and card
- Organising Home-to-school transport
- Route planning

Key Stakeholders you'll be working with

- Internal: Pupils and all school staff.
- Blenheim Schools: Colleagues across Blenheim schools.
- External: Key external relationships and parents.

Governance:

- Blenheim Schools is the proprietor of Hendon Prep School. As such, Blenheim Schools has the legal responsibility and accountability for ensuring that the school is compliant, demonstrating the highest standard of pupil safety, quality of education and effectiveness in all areas of school life.
- Blenheim Schools do not have governing bodies. However, they all have strong and established governance arrangements and Heads are line managed by a Chair of Governors.
- Support in leading a school which is entirely compliant and provides a safe learning environment for students and staff ensuring full compliance with legislation, regulations, safeguarding policies, procedures and code of conduct.
- Safeguarding and Health & Safety governance visits are held at each school to evaluate their quality for protection for our children. During these visits, the reviewer will speak with the Head, Designated Safeguarding Lead, Educational Visits Coordinator and other staff, as well as always talking to groups of children.

• To be signed and dated by employee:

- **Signed:**
- **Name (print):**
- **Date:**