



# Heath Mount School

## Information for Applicants

### Minibus Driver



## About Heath Mount

Heath Mount is a leading IAPS day and boarding Preparatory School with over 490 pupils aged 3 to 13. Established in 1817 our School is a vibrant and forward thinking co-educational environment, valuing traditions of the past whilst embracing the very best of modern education. Heath Mount is located within the beautiful Woodhall Estate in Hertfordshire.

We benefit from our own beautiful forest school set in acres of woodland, and an all-weather astro turf. The spacious central plateau houses rugby, football and cricket pitches, as well as our netball courts.

We have a well-equipped gymnasium, and our swimming pool offers the best of both worlds, with a retractable roof giving shelter in the winter and outdoor swimming in the warmer summer months, so our children really do have the opportunity to enjoy sport all year round.

Inside, all classrooms are equipped with the very latest in interactive technology. We have a dedicated ICT suite in the Pre-Prep and a newly refurbished ICT facility in the Prep School. The newly renovated suite, kindly donated by the du Maurier Society is equipped with the latest touch screen computer technology, allowing us to deliver the new National Curriculum syllabus with increased emphasis on computer programming.

Our purpose-built Pre-Prep is in the same grounds as the Prep School but separate from it. It has its own library, computer room, music room and hall in addition to a beautiful outdoor playground. Pre-Prep children also use many of the Prep School's facilities such as the Sports Hall, Astro turf, Swimming Pool and Pottery Room and Chapel.

In September 2016, our new state-of-the-art classroom block for Year 3 and 4 pupils opened. In June 2017 we opened our purpose-built performing arts centre.

## **The Position and Responsibilities**

We require a minibus driver to collect Heath Mount pupils from Haileybury School every morning and deliver them to Heath Mount. This will take approximately 90 minutes including time to undertake minibus checks.

### **Person Specification**

- Excellent interpersonal skills
- Excellent communication skills
- Ability to maintain confidentiality
- Hold a current, clean and valid driving licence D1 unrestricted or a PCV licence (preferred) or D1 restricted (car licence obtained prior to 01/01/1997)
- Age 25+ (for insurance purposes).
- Geographical knowledge of the local area.
- Competent to undertake vehicle checks and carry out basic maintenance.

A Herts Certificate of Competence for minibus driving will need to be taken before pupils can be carried. The school will arrange this in liaison with the successful candidate.

### **Hours**

This is a term time only role (35 weeks) with 4 weeks paid holiday. The role is required from 7.15-8.45am daily (7.5hrs a week), with significant opportunity for additional hours on sports matches / school visits.

Salary: £12.00 per hour

### **Safeguarding**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible or with whom he/she comes into contact will be to adhere to and ensure compliance with the School's safeguarding policy 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, he/she must report any concerns to the School's DSP or to the Headmaster.

Applications will be reviewed when received.