

Welcome

Thank you for requesting details for a **Minibus driver** post at the Federation of Heavers Farm and Selsdon Primary Schools. We hope that you enjoy looking through the information provided, and that you decide to apply and join our exceptional team.

We are recruiting for this role on a rolling basis, so there is no closing date for applications. We do encourage all interested candidates to apply as soon as possible.

About Us

Heavers Farm and Selsdon Primary Schools are two exceptional schools in Croydon, both set in extensive grounds with a large and varied intake. Each school is in the London Borough of Croydon, Selsdon in the south and Heavers Farm in the north.

As a result of the federation between Heavers Farm and Selsdon Primary Schools, children have been making exceptional progress and standards have improved exponentially.

Within our schools, we focus on continuously improving the quality of learning and teaching. We are proud of our diverse and unique team here at Heavers Farm and Selsdon Primary Schools, and are continuously seeking more exceptional individuals to add to our federation.

If you would like to explore our schools further, please look at our school and class blogs at www.heaversfarm.com and www.selsdonprimary.com.

What we offer

For successful candidates we offer:

- Fantastic pupils and supportive parents
- The high level of support that comes from being part of an energetic and motivated staff team
- The satisfaction of truly making a difference to children's lives
- A personalised professional development programme



Who are we looking for?

We are looking for individuals for a role as a minibus driver, who would be able to drive the children to swimming on a Tuesday and be able to take children to different trips as and when they are booked.

We require someone who has:

- A clean driving licence
- A full D1 qualification
- A relevant Driver Certificate of Professional Competence (CPC) qualification
- The ability to relate well to children and adults.

It would be preferable for you also to have:

- Experience working in a school environment
- Full working knowledge of relevant policies/codes of practice/legislation e.g. child protection, health and safety etc.

Making an application

In order to give your application the best chance of being considered, we ask that you write a supporting statement, matched to the *person specification*. This way you can show us how your skills and experience match the requirements for this post.

We will only consider applications sent via email the address below.

Please **email your completed application form and a supporting statement** to: sparker@selsdonprimary.org.uk, before the closing date. Any applications received after the time shown on the closing date may not be considered.

The deadline for applications is **12pm on Wednesday 4th April 2018**.

The selection process

In order to help us select the right candidate for the post our selection procedure consists of several parts:

- **Part 1:** The first part is the application form and personal statement, which we use to score each candidate against the person specification. The candidates that score the highest are shortlisted and asked to attend part two.
- **Part 2:** The **interview**. This will last no longer than 20 minutes and will give each candidate the opportunity to tell us some more about themselves.



Interview preparation

All candidates will be given time to prepare for the interview. The interview questions will be given to the candidate so that they can have time to think through their answers, make notes and prepare their thoughts.

Interview:

This will take a maximum of 20 minutes and will consist of the questions that were prepared for before the interview. Candidates are encouraged to use their notes; it is not a test of memory! The notes will not be collected in by the interview panel; they are just for personal use.

If there is anything that you need more information about, please do not hesitate to contact the school. We very much look forward to receiving your application.

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

All applicants will be required to complete an Enhanced DBS disclosure form and bring evidence of identity, Right to Work in the UK and qualifications. All documentation will be photocopied, signed and dated by the relevant staff member as verification of having seen the originals.

Best wishes,

Susan Papas

Executive Headteacher

