



SOMERHILL

YARDLEY COURT  
BOYS 7-13 YEAR OLD

SOMERHILL PRE PREP  
GIRLS & BOYS 3-7 YEAR OLD

DERWENT LODGE  
GIRLS 7-11 YEAR OLD

## Minibus Driver (part-time)

### *Recruitment Pack*

Employment Status

Part time

Required From

September 2024



Somerhill, Tonbridge, Kent, TN11 0NJ | 01732 352124 | [www.somerhill.org](http://www.somerhill.org)

## ABOUT US

### A Message from the Principal – Duncan Sinclair

Ours is a very special school with a unique structure in this part of the world. We have a coeducational pre-prep of 200 boys and girls aged 3-7. At the end of Year Two, in the same way as for 'diamond model' schools, our girls join Derwent Lodge, (136 girls Year 3 to 6) and the boys join Yardley Court (250 boys Year 3 to 8). Our pupils are therefore taught in single sex classes from the age of seven but very much in a coeducational setting. More details can be found on our website: [www.somerhill.org](http://www.somerhill.org)

The school is based in a stunning Jacobean mansion set in 150 acres of beautiful parkland. You will be hard-pressed to find a more glorious setting for a school! Somerhill is an estate just to the South of Tonbridge and is readily accessed by a slip road off the A21. We have excellent facilities including a multi-purpose sports hall, Astroturf, new dining hall and indoor swimming pool complex and Music School built in 2014.

Ours is a mixed ability school. We have very bright and capable pupils, some of whom will go on to win scholarships at academic schools such as Tonbridge and Sevenoaks at 11+/13+. We also find boys and girls who find aspects to their learning more challenging and currently approximately 60+ pupils receive some measure of additional support.

That said, many of our pupils will move on to independent secondary schools which, for the boys includes the likes of Tonbridge, Sevenoaks, Bedes, Sutton Valance and Eastbourne College. Derwent Lodge girls commonly move on to Sevenoaks, Kent College, Walthamstow Hall, Mayfield and Benenden.

Whilst Somerhill have some 600 pupils, the division into three separate schools means that each school is able to tailor its teaching to best suit the children within it. Parents feel that they have the best of both worlds with small care and linked pupil/teacher ratios but with larger school facilities and social opportunities. They are very supportive of the idea behind a co-educational pre-prep leading to single sex prep schools, but within a mixed gender environment.

## THE AIMS OF THE SCHOOL

At Somerhill, we set out to help each pupil achieve their best possible all-round development. Children discover themselves and develop their talents here, with the wholehearted support of our caring community.

Taking a holistic approach to education, we nurture academic, personal, spiritual, social, and moral growth, enabling our pupils to become confident, curious, resilient individuals going out into the world.

We encourage our pupils to work hard and take pride in their achievements, to think independently, to face up to challenges, to accept responsibility, to develop a broad range of skills and interests, and to show concern for others and the environment. To put it simply: we grow amazing people.

### Somerhill Pre-Prep is our Section for 2 to 7-year-old girls and boys.

“High quality education in a happy environment. Teaching enables pupils of all abilities to make progress. It promotes exploration and independent learning and gives pupils confidence in their abilities.” Independent Schools Inspectorate

### Derwent Lodge is our Preparatory Section for 7 to 11-year-old girls.

“Excellent standards in lessons, in the scholarships and places gained at senior Schools. Girls work together exceptionally well and show considerable imagination, independence of thought and flair.” Independent Schools Inspectorate

### Yardley Court is our Preparatory Section for 7 to 13-year-old boys.

“Pupils thrive in the atmosphere of hard work, enjoyment and effort. Their attitude to their work is excellent and they take pride in their achievements and the success of others.” Independent Schools Inspectorate

# JOB DESCRIPTION

## Minibus Driver

We are seeking a qualified and experienced driver to join our team at Somerhill. The main role of the post holder will be to transport Somerhill pupils in a safe, proper and timely manner to and from school, ensuring their welfare is paramount at all times.

### Skills and Qualifications

- Qualification on a clean driving license.
- Experience in dealing with the public in a similar type of role desirable.
- Previous experience working with children would be desirable.
- Our insurance is valid for all individuals up to the age of 70 years.
- PCV/D1 Licence essential.
- Good knowledge of the local area and surroundings.
- An annual medical certification must be made – this will be held on file.

### General Duties

- A recorded daily walk-round check.
- Prompt departure from allocated pick up points in accordance with the register to ensure all pupils arrive at school on time. Contacting parents or guardians where appropriate.
- Keeping passenger registers for all journeys.
- Keeping the vehicles clean and tidy at all times.
- Fully complying with all Somerhill policies and procedures as well as external legislation, road traffic regulations and the Highway Code.
- Being presentable in appearance and professional, polite and courteous at all time.
- Ensuring pupils adhere to all School regulations throughout the journey, including remaining seated and wearing seat belts.
- Operating the opening and closing of all doors and luggage compartments and ensuring compliance with all rules and regulations relating to luggage.
- Ensuring that children are met by adults. Drivers must disembark the vehicle to ensure safe delivery and are responsible to ensure children cross roads safely. A duty of care towards the children is paramount.
- If the bus is anticipated to be late, on either inward and/or return journey, both the school and parents must be immediately informed.
- Fully complying with all vehicle security regulations and School and DVLA rules and regulations relating to licences, including updating the School as appropriate and allowing licence checks every six months.
- Ensure the roadworthiness of Somerhill vehicles in a safe, clean and fully-fueled condition by reporting any vehicle defects of whatever nature to the Head of Maintenance

### Personal Characteristics

- To care about children and to prioritise the safeguarding of them.
- Ability to work in a team and to build successful working relationships with colleagues.
- To be committed to the aims and ethos at Somerhill
- Willing to roll up sleeves and deliver what is required on time and to the appropriate quality.
- To take Personal Responsibility for own work and actions
- An ability to relate to pupils, staff and parents and to communicate effectively with them.

- Effective communication skills at all levels
- Effective time management
- To respect confidentiality within the Somerhill community
- Professional attitude but nurturing personality
- To operate at all times within the stated policies and practices of the school
- To take responsibility for own professional development and duties in relation to school policies and practices.
- To be aware of and able to follow the procedures in the Somerhill Safeguarding Policy
- To set a good example in terms of dress, punctuality and attendance
- To attend all required out of working hours activities e.g., training, staff meetings Inset
- To respect confidentiality within the Somerhill community
- To undertake any duties or tasks as reasonably requested by the Deputies or Headmaster
- To have a good sense of humour and enjoy having fun.

## THE PACKAGE

**Salary:** Competitive

**Interviews:** Shortly following receipt of application

**Start Date:** September 2024

**Hours of work:** Part Time, Term Time, 10 hours per week; 6.30-8.30am

**Reporting to:** Head of Premises





# EMPLOYEE BENEFITS



## SUPPORT

Professional support through regular appraisals and CPD opportunities



## SALARY

Competitive salary package, regularly benchmarked



## COVER

Group life assurance



## GYM MEMBERSHIP

Discounts to our local gym (Tonbridge School)



## SPORTS ACCESS

Free access to our extensive sports facilities, including swimming pool on dedicated days



## WELL BEING

A range of well-being activities including fitness classes, tennis, book club - all complimentary or at a reduced cost



## EMPLOYEE ASSISTANCE

Access to a 24/7 employee assistance programme that offers lifestyle advice and well-being services



## CYCLE

Cycle to work scheme



## HEALTH

Flu vaccinations



## PENSION

Pension and financial wellbeing workshops

Generous defined contribution pension scheme for staff and the option of TPS for teachers



## LUNCH

Free hot lunches and refreshments including vegetarian options, bistro dishes and salad bar during term time



## MODERN STAFF ROOM

Modern and friendly staff room facilities and a range of social activities for staff



## REWARD

Staff recognition and reward opportunities



## CAR PARKING

free



## FEE REMISSION



## INCOME PROTECTION

for teachers



# CONDITIONS

## Format of Applications

Formal applications will only be accepted via the official Schools at Somerhill Application Form which will be published alongside this pack. All completed applications should be sent to: [recruitment@somerhill.org](mailto:recruitment@somerhill.org)  
A tour will form part of the interview process. Our website provides a lot of information about us including a virtual tour <https://spark.adobe.com/page/NWmTWhbdbpiUZE/>

## Child Protection

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are always required to adhere to and ensure compliance with the School's Safeguarding Policy Statement. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must immediately report their concerns to the Designated Safeguarding Lead.

We are an equal opportunities employer and we welcome applicants from all backgrounds. We celebrate the diverse backgrounds that make up our community and consider it important that people from a diverse range of backgrounds are represented in our setting

## Offer Conditions

Somerhill is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be offered the role conditionally, subject to the satisfactory completion of a number of background checks including but not limited to: an enhanced DBS check with Children's Barred list check, the taking up and verification of references, the verification of career history and medical fitness to undertake the role. The complete list of required checks will be provided to the successful candidate.

## Note

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the School in relation to the post holder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible, and willing to carry out the wide range of duties that are likely to be required to make a success of this role. We reserve the right to appoint at any time during the recruitment process.

## Health and Safety

Under the Health and Safety at Work Act 1974 and subsequent legislation, the School is obliged to provide you with a workplace and working conditions which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others. Somerhill is a Covid-19 secure environment. Interviews will be held in person in line with social distancing rules.

## Further Information

If you require any additional information, please do not hesitate to contact the Headteacher for a confidential conversation or for general queries Jess May [recruitment@somerhill.org](mailto:recruitment@somerhill.org)

