

# BOLTON SCHOOL

## Driver Supervisor

### Bolton School Services – Transport Department

Bolton School Services' fleet of modern coaches caters for the hire and transport needs of a variety of commercial clients and schools within the North-West. Our coaches are always in high demand for day trips, trips abroad, sporting groups, theatre trips and concerts along with a variety of other activities.

We are looking to recruit a Driver Supervisor to supervise our team of coach drivers in the Transport department. The successful candidate will have proven driving and supervisory experience in the coach industry. An attractive salary and the following benefits are available:

- Bonuses paid for overnight stays
- Overtime rate for unsociable hours
- Uniform provided
- Lunches provided or expenses covered

The contract requires the successful candidate to work six days out of an eight day rota, all year round.

For further details please contact the Personnel department on **01204 434792** or visit <http://www.bsscoaches.com/job-opportunities/>

Bolton School is committed to safeguarding and promoting the welfare of children and to equality and diversity in all aspects of employment. The successful candidate will be required to undertake an enhanced criminal records check.

Chorley New Road, Bolton, BL1 4PA  
t: 01204 840201 e: [recruitment@boltonschool.org](mailto:recruitment@boltonschool.org)  
[www.boltonschool.org/employmentopportunities](http://www.boltonschool.org/employmentopportunities)



May 2011

Dear Applicant,

**Re: Position of Driver Supervisor**

Thank you for your request for further information in respect of Driver Supervisor at Bolton School.

The following documents are enclosed:

- Application Form and Guidance Notes for Applicants
- Job Description
- Person Specification
- Terms and Conditions

Please return the completed application form to the Personnel Department or by email to [recruitment@boltonschool.org](mailto:recruitment@boltonschool.org). If you would like further information about Transport please visit [www.bsscoaches.com](http://www.bsscoaches.com).

Please note that the application form is the only information used when short listing for interview. It is therefore very important that you take the opportunity to complete the form as fully and concisely as possible, based on the information given about the vacancy. The decision to invite you for interview is based entirely on the information provided in the application form. We will only consider the information contained on the application form so please do not submit a Curriculum Vitae as this will not be considered.

You will see that the Guidance Notes (enclosed) refer to a number of other documents which relate to the Bolton School Application, Recruitment and Appointment Policy and Procedure. If you would like to view these documents they can be found at [www.boltonschool.org/downloads/](http://www.boltonschool.org/downloads/). Alternatively if you telephone the Personnel Department on 01204 840201 the documents will be sent to you.

If you decide to apply for the position and are selected for interview you will be required to bring the following **original** documentation with you to the interview:

- Certificates confirming any educational and professional qualifications that you have specified on the Application Form, and that are necessary or relevant for the post
- Birth certificate
- Documentary evidence if a name change has occurred e.g. marriage certificate
- Passport or photo driving licence
- Recent pay slip, and
- Utility bill or other similar document with your name and address on it.

Once the vacancy has closed, short listing will take place. Please allow four weeks from the closing date for the completion of this process. Due to the high volume of applications that the School receives we cannot respond to every applicant therefore if you have not received a response within four weeks of the closing date, please assume that your application has been unsuccessful on this occasion.

I trust you have the information you require, but should there be anything else please do not hesitate to contact me.

Yours sincerely

**Nina Jones**  
**Personnel Assistant**



## **JOB DESCRIPTION**

### **DRIVER SUPERVISOR**

### **TRANSPORT DEPARTMENT**

#### **MAIN PURPOSE OF JOB:**

To supervise the drivers and drive any coach or school vehicle for both School purposes and external clients.

#### **MAIN DUTIES:**

- To supervise drivers in day to day operations utilising the staff and resources available effectively and efficiently.
- To drive School vehicles as and when required
- To check oil, water and fuel on a regular basis.
- To keep coaches clean and tidy.
- To report any vehicle defects to the Transport Manager immediately.
- To wear uniform as required.
- To comply with driver operating procedures.
- To provide an efficient and pleasant service to all clients.
- To adhere to School route timetables as advised by the Transport Manager.
- To adhere to client route locations and timetables as advised by the Transport Manager.
- On occasions provide weekend and night on call cover.
- When on other duties, to carry out all instructions given by the Transport Manager.
- To comply with and promote the Foundation's Health and Safety Policies and Procedures and maintain a safe environment for pupils, staff and visitors ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.
- To take responsibility for promoting and safeguarding the welfare of the children and young people in School.
- To perform any other duties as may be required by the Transport Manager within the context of the post.



**PERSON SPECIFICATION**  
**DRIVER SUPERVISOR**  
**TRANSPORT DEPARTMENT**

<b>EDUCATION/TRAINING/QUALIFICATIONS</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>EVIDENCE Application Form, Interview, Reference</b>
PCV Licence with Category D or D & E (Manual)	E	I
Undertaken Driver CPC training	D	AF/I
First Aid at Work Certificate.	D	AF/I
<b>KNOWLEDGE/EXPERIENCE</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>EVIDENCE</b>
Proven coach driving experience.	E	I/R
Proven supervisory experience.	E	I/R
<b>PERSONAL SKILLS AND ATTRIBUTES</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>EVIDENCE</b>
Willingness to work flexibly.	E	I/R
Customer focussed.	E	I/R
Excellent interpersonal skills.	E	I/R
Able to remain calm under pressure.	E	I/R
Enthusiastic, conscientious and hardworking.	E	I/R
Smart, personal appearance	E	I/R
Caring and kind especially in relation to children	E	I



## TERMS AND CONDITIONS

### DRIVER SUPERVISOR

### TRANSPORT DEPARTMENT

#### **SALARY**

- The salary will be based on point 20 of the Bolton School Support Staff Salary Scale, equating to £18,453 per annum.
- Overtime at time and a half for hours worked between 10.00pm and 7.00am and for working on Public Holidays.
- Bonuses are paid for overnight stays.

#### **HOURS OF WORK**

- To work 6 days out of an 8 day rota.
- The rota is prepared and published 12 months in advance. The two rest days are often consecutive.
- On rare occasions the rota is subject to change in order to accommodate the needs of the business.

#### **HOLIDAY**

20 days per annum plus up to 12 paid rest days over the Christmas period.

#### **LINE MANAGEMENT**

Transport Manager.

#### **PENSION**

The Governors of Bolton School will offer new employees the opportunity to join the Bolton School Group Personal Pension Scheme. The employee will be given the option to choose their contribution. All members however will be required to contribute a minimum of 6% of their gross earnings and the School will contribute 9%.

#### **OTHER BENEFITS**

- Uniform provided.
- Medical expenses paid when it is required for renewal of PCV licence (up to £125).
- Meal expenses covered (certain conditions apply).
- Where appropriate fee remission arrangements will be offered for up to two children to attend the Senior School.
- Convenient, affordable, quality childcare provision will be available before and after the school day.
- Sporting and leisure facilities will be available including gym, outdoor pursuits centre, swimming pool and tennis courts.
- The opportunity to take part in the Childcare Voucher Scheme will be available.
- Life Assurance cover.
- Lunches will be provided free of charge on campus.
- Training and Development Opportunities will be offered.

All offers of employment will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in their application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will also be checked.

Applicants will be required to complete a medical questionnaire and an enhanced Police check will be carried out through the Criminal Records Bureau. The School will seek two references prior to the interview. The successful applicant will be required to complete a six month probationary period and will be subject to random alcohol testing in line with the School's policy.