



# St Mary's School

## Gerrards Cross



## Application Pack

Job Role: **Temporary Minibus Driver**

Start Date: September 2025

Closing Date: 9am on Monday 20<sup>th</sup> June 2025

Interview Date: W/C Monday 23<sup>rd</sup> June 2025

**Early applications are advised as the school reserves the right to appoint at any stage during the application process.**

# Welcome from Headmistress

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St Mary's is quite simply a wonderful school. The experience of each individual student is at the heart of all that we do. Our warm and inspiring environment encompasses a supportive framework where our students, whether in Pre-Prep, Prep, Senior House or Sixth Form, are encouraged to take risks, be creative, think for themselves, learn to make good choices and to embrace a challenge.

All of our students are encouraged to aim for excellence in all of their pursuits, to be kind to each other and look for opportunities to make a difference in the wider world. Students here 'dream big' we prepare our students for their future lives and careers to be compassionate, caring and confident young women.

The opportunities at St Mary's, including those for leadership and co-curricular activities, are wide ranging, the academic and pastoral focus unsurpassed and the ability to tailor your daughter's education unrivalled.

Please visit our website to give you a brief insight into our wonderful school, I do hope you will come and meet us to discuss this teaching role.



Mrs. Patricia Adams, Headmistress

## About St Mary's School

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St Mary's is an independent day school for girls aged 3-18 in the heart of Gerrards Cross, Buckinghamshire.

Founded in Paddington in 1872, the school moved to its present site in 1942. Class sizes average 16-18 and academic outcomes are excellent.

St Mary's School is warm friendly community where parents, staff, students, and governors work together to ensure that every student exceeds her potential whilst having the time of her life, making memories, and building skills to equip her to be successful through her future years.

Our students leave with the resilience to take on the next challenge, the ambition to follow their dreams and the confidence in themselves to go from success to success in their future careers. Through the pastoral and classroom support she has received at St Mary's, she knows her worth, who she is as an individual, and what she wants to go on to do.

Well-being and happiness of staff and students alike is at the heart of our success – a happy school is a successful school!

Joining St Mary's staff community, you would be welcomed into a supportive, close knit community who can regularly be found spending lunch times in the Senior or Prep staff room, enjoying social time outside of school, competing in the teacher's relay, performing in the school orchestra or at an open mic event, and can even be caught on a space hopper on the lawn on the last day of term!





# St Mary's School Values

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St Mary's is committed to providing an excellent education in a caring, happy environment, where each girl develops self-confidence and exceeds her potential.

Staff and students, alike, are encouraged to find their own SMS Spirit by exploring our huge range of Co-Curricular activities to try new skills and meet new people, explore different learning or teaching techniques in small classes and make friends from Nursery right through to Sixth Form through our House System and whole school opportunities that brings.

Staff are supported in their roles through Department Heads, and SLT links, with wellbeing at the heart of staff satisfaction and the positive morale which we pride ourselves on. A comprehensive CPD programme allows for staff members to grow personally and professionally and broaden their skills in their specialist areas finding their very own SMS Spirit in their own individual ways.

Our whole school community operates under our Take Care acronym which ensures each individual reaches his or her potential in a supportive and challenging environment.



**T – Team Work** – we work together to ensure we achieve the best outcomes for our students, pastorally and academically, and that as a staff community we work in a supportive, collaborative caring team who have each other's backs.

**A – Ambition** – we go above and beyond in everything we do. We look for the WOW factor at every opportunity.

**K – Kindness** – through our ethos runs the theme of kindness. Everything our staff and students do should consider kindness first.

**E – Enthusiasm** – staff and students alike bring the energy and desire to succeed.

**C – Curiosity** – we always ask why.

**A – Adventure** – work should be exciting, satisfying and thrilling – we are spending time doing what we feel passionately about.

**R – Resilience** – we carry on in the face of challenge, and come out stronger and wiser.

**E – Excellence** – aim for the highest quality in all that we do.

# Why Work at St Mary's?

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- Competitive Salary
- Pension Scheme (TPS or TPT support staff)
- Fee Remission at St Mary's
- Subsidised staff socials
- Annual pay review



- Hot daily meal
- Use of fitness suite
- On-site parking if available
- Free annual flu vaccine
- Electric Car purchase Scheme
- Cycle to work Scheme

- Full staff induction in Term 1
- Staff buddy system
- Full training and development program
- Equal opportunities for all
- Well-being committee to share ideas



All staff share responsibility for promoting and safeguarding the welfare of our pupils and must adhere to, and comply with, the School's safeguarding and Child Protection Policy at all times.



# Teaching and Learning at St Mary's

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Professional trust and teacher autonomy are important to us. There is some flexibility when it comes to how and what you teach, and you will have more occasions to invest in creative planning and teaching, taking opportunities to follow the passions of the class whilst delivering an effective curriculum. We do not expect you to adhere to explicit and directed lesson formats, writing lesson objectives on the board or following a prescribed lesson order. When our students change class, they move in an orderly fashion to their next lesson, taking responsibility for their own behaviour. Our students are taught in an environment where engagement and quality work is expected of everyone. In addition, there are pedagogical benefits to smaller class sizes. You will get to know the unique attributes of each student, giving them increased levels of attention and building productive classroom relationships that enable your students to excel.



Staff professional development is given a high priority at St Mary's. The professional development process is aimed at cultivating great teachers who can flourish in our environment and meet our pedagogical standards. You will have the opportunity to contribute to working parties, a Teaching and Learning forum, speak at the regular 'Gold Nugget' best practice slot, write for the T&L newsletter and enjoy the buzz around our Open Classroom events. CPD is encouraged and generously funded. We want our teachers to be the best they can be and recognise that a culture of continuously learning is a crucial component of supporting and developing our staff.

# The Role – Temporary Part-Time Mini Bus Driver

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We are recruiting a part-time (temporary) minibus driver to provide transport services for our students on designated bus routes around the Gerrards Cross area. **This is to initially cover staff absence in September but there is a strong possibility that it could lead to a more permanent role.**

Hours of work will be 7.00am – 8.45am and 3.45pm – 5:45pm, Monday to Friday, term time only (36 weeks). Additional hours may be required from time to time which would be paid as overtime. Consideration will be given to split shifts. Excellent rates of pay.

## Main Duties

- Driving school vehicle.
- Responsible for the safety, comfort and welfare of the children.
- Carry out driver's daily and weekly vehicle checks
- Report any vehicle defects, faults, incidents and accidents
- Be responsible for the cleanliness of vehicles, inside and out and ensuring the vehicle is in a clean and roadworthy condition before and after use.
- Refuel vehicles as required.
- Maintain accurate records of vehicle usage.
- Maintain accurate records of the children using the service each day.
- Maintain and help to promote a good school image, working attire should be worn at all times and kept in a clean and tidy condition.
- Work within health and safety guidelines and other guidelines that may be issued from time-to-time
- Work within the constraints and guidelines as set out in the school handbook.
- To undertake any other associated duties as required by the Headmistress.
- Plan alternative road routes to and from school when necessary and keeping parents informed of any changes.



# Candidate Specification

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<b>Experience</b>	<ul style="list-style-type: none"><li>• Hold a current, clean and valid driving licence D1 unrestricted or a PSV licence, D1 restricted (car licence obtained prior to 01/01/1997) considered.</li></ul>
	<ul style="list-style-type: none"><li>• Capability to maintain accurate vehicle and user records.</li></ul>
	<ul style="list-style-type: none"><li>• Competent to undertake daily and weekly vehicle checks and carry out basic maintenance.</li></ul>
	<ul style="list-style-type: none"><li>• MiDAS trained (desirable).</li></ul>
	<ul style="list-style-type: none"><li>• PCV licence holder (desirable).</li></ul>

<b>Personal Behaviours</b>	<ul style="list-style-type: none"><li>• Pleasant approachable personality.</li></ul>
	<ul style="list-style-type: none"><li>• Ability to manage student behaviour.</li></ul>
	<ul style="list-style-type: none"><li>• Good communication and interpersonal skills and the capability to mix easily and work with public, parents and staff.</li></ul>
	<ul style="list-style-type: none"><li>• Be practical, resourceful, and flexible and be able to take the initiative.</li></ul>
	<ul style="list-style-type: none"><li>• Ability to work without supervision with energy and enthusiasm.</li></ul>
	<ul style="list-style-type: none"><li>• Ability to work on own initiative as well as part of a team.</li></ul>
	<ul style="list-style-type: none"><li>• Reliable and trustworthy.</li></ul>
	<ul style="list-style-type: none"><li>• Have a sense of responsibility and confidentiality.</li></ul>
	<ul style="list-style-type: none"><li>• Committed to the safeguarding of our students and supporting the ethos of the school.</li></ul>
	<ul style="list-style-type: none"><li>• Willing to undertake training as appropriate.</li></ul>





# Safeguarding

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*St Mary's School is committed to safeguarding and promoting the welfare of children and young people in its recruitment and selection of job applicants. The school expects all staff and volunteers to share this commitment and be willing to undergo checks with the Disclosure and Barring Service.*



## How to Apply

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Please complete an application form which can be obtained from the HR Administrator at [hradmin@stmarysgx.co.uk](mailto:hradmin@stmarysgx.co.uk) or from our website [www.stmarysschool.co.uk](http://www.stmarysschool.co.uk)

Early applications are advised as the School reserves the right to appoint at any stage during the application process. Completed application forms and cover letters must be emailed to [hradmin@stmarysgx.co.uk](mailto:hradmin@stmarysgx.co.uk)

Interviews will take approximately three hours and will be held at the school. As part of the process you will be given a tour of the school and attend a panel interview. You will also be asked to provide documentation confirming your identity and qualifications and a search of an online social media presence may also be conducted as part of due diligence checks.

There is no need to visit St Mary's before applying, as the school website contains plenty of information, photos and all the school's policies. However, if you'd like to see the school in person, you are most welcome to arrange a visit. Interviews will, of course, include a tour. All applications will be acknowledged and interview dates are provided below. References will be requested for all those invited to interview.

**Closing date for applications: Monday 20<sup>th</sup> June 2025**

**Interview date: W/C Monday 23<sup>rd</sup> Monday 2025**

**Hours: Part-Time 7:00am – 8:45am and 3:45pm – 5:45pm**

**Salary: £16.50 per hour**