



Cobham Hall

**Recruitment Pack
Driver**



The UK's only Round
Square Boarding and
Day School for Girls
aged 11-18





Information about Cobham Hall

Cobham Hall is housed in a beautiful Grade 1 listed Tudor mansion built in 1584 and was at one stage home to the Ashes of cricketing folklore. The School is otherwise set in 150 acres of tranquil 18th Century park landscape in the pretty village of Cobham in Kent.

The School is within half an hour of central London via the High-Speed train service from Ebbsfleet International to London St Pancras and within an hour of the Channel ports of Dover and Folkestone by car.

Cobham Hall was founded in 1962 and is currently a single sex Boarding and Day school for girls aged 11 to 18. It is a member of the Round Square network of schools and indeed when it became a member back in 1971 was, at the time, the first all-girls' school to join the network.

The Round Square IDEALS are central to the School's ethos, helping each student to realise that "there is more in you than you think": the School's motto. There is a high commitment to the personal wellbeing of each student and Cobham Hall is recognised as a leading innovator in this area.

The School's aim is to ensure that students leaving Cobham Hall are young individuals who can step into the world with confidence in their abilities, who are eager to embrace opportunities, and who have an understanding and practical experience of working alongside people from different backgrounds and cultures.

Our small class sizes ensure that each student is able to be supported on their educational journey and enables lessons to be dynamic and engaging.

Full details of Cobham Hall's most recent inspections are available on its website at www.cobhamhall.com. In summary, a full integrated ISI inspection in 2015 found the majority of areas looked at to be excellent, with the remainder all found to be good.

For further details about Cobham Hall please refer to the School's website, details of which are set out above.

The School is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants are subject to a DBS check.

"The rapport between teachers and their pupils is extremely positive, enabling the teaching to be purposeful, effective and enjoyable." - ISI Report -



About the Role

Reporting to: Estates Manager

Main Responsibilities

- Driving School vehicles as assigned by the Estates Manager.
- Collecting students from given pick-up points along a designated route and delivering them to the School (mornings); collecting students from the School and dropping them back at the designated drop off points (afternoons).
- Ensure before each run that:
 - the School Vehicle is clean, both inside and outside.
 - A visual inspection of tyres, lights, oil, water and fuel is carried out.
 - Required signage outside or inside the vehicle (if any) is securely in place and visible.
 - A dedicated mobile for the vehicle is in place and telephone is charged and topped up.
- Liaise directly with parents and/or students when necessary.
- Record any notifiable instances on the weekly assignment log; providing sufficient descriptive information to enable any follow up action to proceed with authority.
- Adhere to the Highway Code and relevant laws. Note that the School will not be responsible for any fines incurred during the course of your duties.
- To carry out any other duties applicable to the grade and standard of the post.

Criteria	Essential	Desirable
Good time management	√	
Good interpersonal and communication skills	√	
Professional manner and approach	√	
Excellent attendance and punctuality	√	
Excellent attention to detail	√	
Flexible approach to working hours	√	
Full driving licence	√	
Category D licence		√
Experience of driving a minibus		√

Previous experience of working in a school is not required but would be advantageous. However, lack of experience should not discourage good applicants from applying for the position.



Person Specification

Salary and Hours of Work

This is a term time only position.

The hours of work are not fixed but vary to meet the needs of the students. The current vacancy will require the driver to leave Cobham Hall at approximately 06:00 and returning at around 08:15 and then, in the evening, leaving at 16:30 and returning around 18:00. Extra time is required in the morning to carry out daily checks.

Additional shifts are often available in the evenings and, occasionally, at weekends and during School holidays.

Hourly rate £11.00

Interview

Details of the interview process will be sent to shortlisted candidates. Interviews will take place before the closing date for suitable applicants and we reserve the right to appoint if a suitable candidate is found.

Safeguarding and the Welfare of Children

Cobham Hall and all its staff are fully committed to safeguarding the welfare of children. It is the responsibility of every employee of Cobham Hall to promote and safeguard the welfare of children, to comply with the Safeguarding Policy and promote the welfare of children who are students at the School, and to report to the Designated Safeguarding Lead any concerns relating to the safeguarding and welfare of children. Cobham Hall has in place a safer recruitment policy which includes procedures designed to ensure that the health, safety and welfare of children are paramount considerations in the appointment of all members of staff. Successful applicants are subject to an enhanced DBS check.

CLOSING DATE FOR APPLICATIONS 9.00AM ON WEDNESDAY 31 AUGUST 2022.

“Pupils are educated to a high standard and excel in extra-curricular activities fulfilling the school’s aim to develop each pupil’s potential in and out of the classroom.”

- ISI Report -

HOW TO APPLY

- 1 If you would like to apply for this role, please download the application form from the School website, Our Guidance Notes for Applicants can also be found on the website.

[View online page](#)

- 2 Your application form should be completed in full and returned to vacancies@cobhamhall.com by **9.00am on Wednesday 31 August 2022**. Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The Mill Hill Foundation is committed to safeguarding the welfare of children. The schools apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Foundation is committed to Equal Opportunities and welcomes applications from all sections of the community.





There is more in you than you think



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