



# CARGILFIELD

## BUS DRIVER (PART TIME) AUGUST 2018

***We are seeking an experienced and enthusiastic individual to join our team at Scotland's largest Prep School, located in the Cramond area of Edinburgh.***

Hours:	Monday to Friday: 7am – 9am (10hrs/wk). 166 days term time = 332 hrs/year
Holiday:	Paid: 166/260 x 28 days = 18 days = 36 hrs/year; 76 days unpaid holiday
Term:	Permanent
Salary:	£4,000 per annum paid monthly
Report to:	Bursar

### **Main Role / Responsibilities**

- To drive a School minibus on any one of School's three morning bus runs
- To check the bus is free of defects before commencing the daily bus run
- To register the children who use the bus each day
- To ensure all children are properly seated and use the fitted seatbelts
- To be responsible for the safety and welfare of the children during the journey to school
- To liaise with parents and the School office in the event that children are not at the pick-up points
- To ensure the bus is cleaned after each run and swept for lost property etc
- To undertake appropriate training as required
- Any other reasonable request from the Bursar or Headmaster.

### **The ideal candidate will have:**

- Full and clean driving licence with "D1" entitlement
- Prior experience of working with children
- Readiness to work with health & safety and child protection legislation
- A 'can do' attitude, to deal flexibly with last minute changes of plan and to represent the School professionally when dealing with children and parents

### **About the School:**

Cargilfield was founded in 1873 and is the oldest independent preparatory school in Scotland. The school is situated in extensive grounds in the Cramond area of Edinburgh. The school is co-educational and takes children aged 3-13 and caters for both day and boarding pupils.

To apply please email a CV and covering letter to [bursar@cargilfield.com](mailto:bursar@cargilfield.com) by 5pm on Thursday 23 August 2018.

Please see the website for more details: [www.cargilfield.com](http://www.cargilfield.com)

*Cargilfield School (Charity Registration No. SC005757) is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening and training appropriate to the post, including checks with past employers and undergo appropriate checks under the Protection of Vulnerable Groups (Scotland) Act.*