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OPEN HEARTS AND GUIDING HANDS
FINTON HOUSE
SCHOOL
Driver
Candidate
Information

Welcome

Finton House School holds a special place in the hearts of all those who have been here, either as a pupil, a parent or as a member of staff. It is a unique school combining a warm child-centric environment with a high focus on wellbeing and values while also achieving outstanding academic results. This is in the context of a non-selective entry, increasingly rare for Prep schools in the area, and a specific objective to include children with special education needs who can thrive in a mainstream environment.

Inclusion is part of the fabric of Finton House, together with a focus on building an understanding of our roles in the Community around us and our duty to contribute. All this is down to the culture, care and commitment of our highly experienced staff who get the best out of every child from those that need early support in specific areas to the more able who should be stretched.

Working here is deeply rewarding and often a great deal of fun - after all, happiness is the key to a successful education. Everyone works hard to maintain the school's success and outstanding reputation, while in the knowledge that protection of their own wellbeing is taken very seriously.

Ben Freeman
Headmaster



About Finton House

Finton House is a thriving independent co-ed prep school for children aged 4-11. Located near Wandsworth Common in South West London, Finton House is a non-selective, inclusive school where children are prepared to thrive in an ever-changing world. The school's commitment to pastoral care is as strong as its commitment to providing an outstanding education, and its academic achievements at 11+ speak for themselves: at Finton House, every child can shine bright.

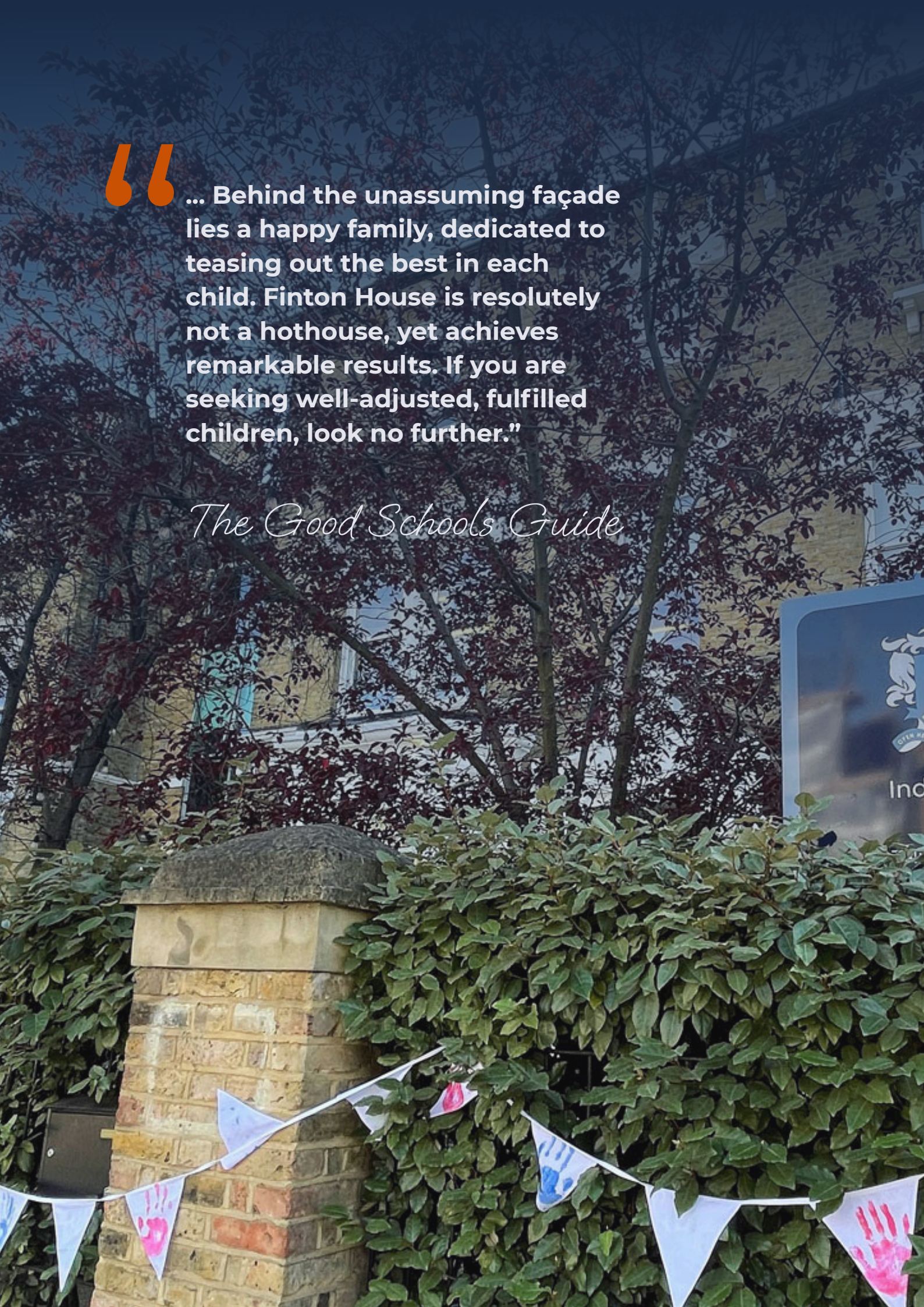
The school was founded in 1987 as a charitable trust on the principles that there should be no academic selection for entry into Reception and that all the children, including those with special educational needs, should enjoy a completely inclusive, nurturing environment

These principles underpin the educational experience. The school has a strong reputation for nurturing mixed ability cohorts of children to experience the joy of learning and develop their skills, knowledge and wellbeing.

The impact and success of a Finton education is evident in the number of children waiting for a place to join in Reception or for an occasional vacancy in all Year groups, and the remarkable success of pupils being awarded places and scholarships into a wide range of selective independent senior schools.

The school motto "Open Hearts and Guiding Hands" sums up the warm and caring relationships that the school promotes in a nurturing learning environment, in order to provide the most complete education.





“... Behind the unassuming façade lies a happy family, dedicated to teasing out the best in each child. Finton House is resolutely not a hothouse, yet achieves remarkable results. If you are seeking well-adjusted, fulfilled children, look no further.”

The Good Schools Guide



The Role

Role: Driver (term-time only)

Reporting To:
Head of Transport/ Director of Finance & Operations

Salary: £20.00 per hour

Job Purpose

To provide a safe, reliable and welcoming school transport service, ensuring the pupils travel to and from school safely and punctaully. Working as part of the Transport Team, the Driver will support the effective delivery of the school's home-to-school bus service and other transport requirements.



Key Responsibilities

School Transport

- Safely transport pupils on designated school bus routes, adhering to agreed routes, timetables and collection points.
- Work closely with the Transport Supervisor and bus chaperones to ensure the safe and efficient operation of the school bus service.
- Use the school's transport management system (Vectare) and associated equipment in accordance with operational procedures.
- Support chaperones in ensuring that pupils board and leave the vehicle safely, are seated correctly and wear appropriate seatbelts.
- Follow the school's procedures for pupil supervision, collection and handover, including arrangements for pupils who are absent or not expected on the bus.
- Maintain effective communication with the Head of Transport regarding delays, route disruptions, incidents or other operational concerns.
- Where required, provide additional driving support for school trips, sporting fixtures and other school activities.

Vehicle Safety and Compliance

- Undertake and record daily vehicle safety checks before use, reporting any defects or concerns promptly to the Transport Supervisor.
- Ensure that vehicles are operated safely and in accordance with relevant road traffic legislation, school policies and operating procedures.
- Monitor vehicle condition, cleanliness and fuel levels, ensuring vehicles are maintained to an appropriate standard.
- Report accidents, damage, mechanical faults or safety concerns immediately and complete any required documentation.
- Comply with all applicable driving licence, training and medical requirements, including the school's ongoing driver assessment and training programme.

Key Responsibilities (cont)

Safeguarding and Professional Responsibilities

- Maintain a safe, calm and supportive environment for pupils, recognising the particular needs of younger children.
- Follow the school's safeguarding and child protection policies, reporting any concerns promptly through the appropriate channels.
- Treat pupils, parents, colleagues and members of the public with courtesy, professionalism and respect.
- Demonstrate excellent punctuality, reliability and flexibility, recognising the importance of the transport service to pupils and families.
- Participate in relevant training, team briefings and professional development activities.
- Undertake any other reasonable duties assigned by the Head of Transport in support of the school's transport operations.



Person Specification

Essential

- Full, valid driving licence with appropriate entitlement to drive the school's minibuses (normally Category D1), including any necessary professional qualifications
- Satisfactory driving record
- Willingness to complete relevant driver assessments, safeguarding training and other mandatory training
- Experience of driving minibuses or comparable passenger vehicles
- Strong awareness of road safety, risk management and safe driving practices
- Excellent punctuality, reliability and timekeeping
- Calm, patient and friendly manner, particularly when interacting with children
- Good communication and interpersonal skills
- Ability to follow instructions, policies and safeguarding procedures
- Ability to remain calm and respond appropriately to unexpected situations
- Willingness to work collaboratively with chaperones and the wider Transport Team
- Basic digital literacy and willingness to use transport management systems, including Vectare
- Flexible, positive and professional approach to work

Desirable

- Current first aid qualification
- Previous experience of home-to-school transport
- Experience of working with children or within a school environment
- Familiarity with driving in London, particularly South West London



Safeguarding

The duties and responsibilities outlined may be subject to change based on the school's needs and priorities. We reserve the right to modify or amend the job description at any time, in consultation with the employee, to better align with our school's goals and objectives.

Finton House Educational Trust is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and Disclosure and Barring Service. Details of all checks are to be found in our Recruitment, Selection & Disclosures Procedure which is available on the school's website.

Finton House Educational Trust is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening appropriate to the post. The appointment is subject to satisfactory pre-employment checks in accordance with the relevant statutory guidance, including an enhanced Disclosure and Barring Service check, satisfactory references, proof of identity and qualifications, a review of their social media presence and a satisfactory medical report.





Benefits

- 30 days' holiday (full time equivalent)
- Finton House operates a generous defined benefit pension scheme for all employees. Support staff are enrolled into Scottish Widow with an employer contribution of 7.5%
- All permanent employees benefit from Life Insurance covering Death in Service to a value of 2 times salary.
- All permanent employees benefit from Income Protection insurance should the employee fall ill, providing support during long term illness.
- Employees have the option to buy into the group medical insurance provided through Aviva. This covers a wide variety of treatment including optical and dental.
- Permanent employees benefit from a staff discount on fees for all children attending Finton of 65% (pro rata).
- Lunch is provided to all employees during term time, alongside access to refreshments throughout the day.
- The School participates in both a Cycle & Technology Scheme allowing employees to benefit from favourable purchase terms and tax efficiencies.
- All employees have access to an industry leading Employee Assistance Programme offering employees and their dependents access to wellbeing resources including counselling and legal advice.
- Staff Loans are available for training courses and travel support.
- Finton operates a lively social life with regular staff events alongside traditional mentoring and support.

FINTON HOUSE
SCHOOL

171 Trinity Road, London, SW17 7HL
T 020 8682 0921
W www.fintonhouse.org.uk
E office@fintonhouse.org.uk

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