



Welcome to St Neots Prep School

A message from the Headmaster

Dear Colleague,

Thank you for showing an interest in this exciting job opportunity at St Neot's Prep School. I'm delighted you might be considering applying for the role.

St Neot's is a wonderful school. We have stunning grounds and some of the best facilities in the prep school world. Our children are phenomenal and love coming into school. Prospective parents always comment on the positive, joyful and purposeful vibe around the school. You would be joining a passionate, committed, and great fun staffing community. I can assure you of a very warm welcome and as much support as you need.

St Neot's is based in the lovely village of Eversley which is on the Hampshire/Berkshire borders. I have lived in this area for 7 years and have loved every second of it. We are in easy reach of London but still very much a country prep school. The best of both worlds.

We have also recently joined forces with Lord Wandsworth School which gives us amazing access to resources, support, expertise and potentially, a fee remission structure from 2-18.

I would be incredibly pleased to receive an application from you. If you are still not sure or have any questions, then please do get in touch.

Thank you again for considering this role.

Kind regards,

Jonathan Slot
Headmaster

Our History

St Neot's

St Neot's Prep is a wonderful community of supportive and like-minded parents; dedicated and skilled teachers; experienced and hands-on Governors and most importantly, charming, happy, and smiling children. We believe passionately in providing a broad, engaging, and enjoyable education that is bursting with opportunity and joy.

At St Neot's, education is built around 5 key pillars. These are central to everything we do and ensures that every child in our care receives the very best educational experience possible:

Community: Coming to St Neot's is to join a warm and welcoming community for parents and children alike. We are non-selective and co-educational throughout, and everyone is welcome, aged 2 to 13. We actively encourage the parent body to come on site for regular coffee mornings, the odd tennis match and of course, for all school events. New parents will soon feel part of the St Neot's family.

Values: We are a school driven by core family values. Our children are kind, polite, respectful, and hard working. These attributes are as important to us as any exam result and our pupils excel in these areas.



The Outdoors: We are determined that our children not only learn outdoors but learn about the outdoors. We have an amazing 70-acre site and outdoor learning is a timetabled subject throughout the school. All children are encouraged to play in the woods at every opportunity and overnight campouts are a feature from Year 4.

Ambition: We are unapologetically ambitious for every child in our care and for the school. We are determined to provide the very best provision we can. Our amazing facilities reflect our commitment to continually seeking the absolute best for our children.

Fun: A St Neot's education is full of fun and good humour. Our children and staff love coming into school. Drop-off is always full of smiles, laughter, and enthusiasm for the day ahead. A child having fun is a child who is going to learn.

The St Neot's way is a successful one. Our children leave for some of the most prestigious day and boarding senior schools, often with a scholarship award. They arrive as well rounded, charming, interested and intellectually curious young women and men. Heads of senior schools' comment on how the St Neot's cohort stand out from the crowd.



Role Profile

Minibus Driver

Responsible to:	Operations Manager
Location:	St Neot's Prep School
Contract:	Part time, 8 hours per week, term time only
Hours:	07.00 – 08.30, Monday to Friday
Hourly rate:	£25

Role outline and purpose

The purpose of the role is to transport students, in a safe and timely fashion, to St Neot's school. The bus runs every weekday morning during term time, based upon a predetermined route.

There may be an opportunity for additional hours during the school week to transport pupils to school matches and school trips.

This role will also be responsible for the health, safety and welfare of students when in or around the minibus.

Role responsibilities

- To drive the school minibus as required
- Where possible, use your discretion to ensure minimal instances where a pupil misses their transport
- To be responsible for the behaviour of students once on the minibus, ensuring seatbelts are worn at all times and all baggage is stowed appropriately
- To provide a safe and friendly service at all times, conforming to Health and Safety requirements and safe practices in respect of the Health and Safety at Work Act, Highway Code, Road Traffic Act, and other relevant legislation and college policies
- To be responsible for the daily cleanliness and safety checks of the vehicle, including exterior bodywork and tyres, to ensure the vehicle is roadworthy before setting off
- To ensure the minibus is sufficiently fuelled in readiness for all journeys
- To report to the Operations Manager any safety or security problems relating to the minibuses or students using the minibuses
- To complete journey logs, secure the vehicle after each journey, and ensure the safe return of keys to the office
- To report any accidents, damage incurred to the vehicle, and possible offences under the Road Traffic Acts as soon as possible, to the Operations Manager

Person Specifications

- Full clean driving licence
- Ability to carry out basic vehicle safety checks
- A 'D1' classification on the driving licence
- Good knowledge and awareness of health and safety issues, the Highway Code, and a driver's legal responsibilities
- Ability to operate effectively individually and as part of a team
- Suitable to work with children and young people

Behaviours and competencies:

- Establish effective working relationships and set a good example through your personal and professional conduct
- Take responsibility for your own professional development and duties in relation to school policies and practices
- Hold a strong understanding of the importance of Safeguarding and Child Protection
- Demonstrate commitment to diversity and inclusion practices
- Demonstrate a commitment to the values of St Neots
- Be proactive in matters relating to health and safety

Key Stakeholders

- Operations Manager at St Neot's Prep School
- Pupils

This role profile is not exhaustive and will be subject to review. It may be amended to meet the changing needs of the school.

Appointment process and how to apply

Please visit the vacancy page on our website and apply by downloading the application form and sending this, along with a covering letter & CV, to the Headmaster, Jonathan Slot, jslot@stneotsprep.co.uk with care of people@stneotsprep.co.uk.

The closing date for applications is Sunday 5th May 2024 with interviews in the week commencing 13th May 2024.

The school reserves the right to close the role early.

Should you wish to discuss the role in strict confidence, please contact the Headmaster, Jonathan Slot on 0118 9739666.

We welcome people of all faiths and those that are committed to these values. We recognise that we have under-represented groups within our workforce. As part of our commitment to diversity and equality of opportunity we are actively encouraging applications from under-represented groups such as returning parents or carers who are re-entering work after a career break, people who are LGBT+, from Black, Asian and Minority Ethnic backgrounds, with a disability, impairment, learning difference or long-term condition, with caring responsibilities, from different nations and regions and those with a lived experience of poverty as well as any other under-represented group in our workforce. We are committed ensuring the safety and protection of our employees from all forms of harm.

Appointments will be made subject to receipt of satisfactory references and enhanced DBS check. The school is committed to safeguarding and promoting the welfare of young people. The successful applicant will be subject to a Disclosure and Barring Services (DBS) check and references. We are an equal opportunities employer.

St Neot's is a registered charity (Number: 307324) providing outstanding caring education for boys and girls since 1880.



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