

# INFORMATION FOR APPLICANTS

WORKING AT WYKE SIXTH FORM COLLEGE



## INTRODUCTION

Application for the Post of: Minibus Driver

Thank you for your enquiry concerning the above post. I hope you find the following information of interest, and that you are encouraged to apply. Please note the closing date for received applications is at **9am on Monday 13th June 2025**. Interviews will be held on **Tuesday 23rd June 2025**. Included in this pack is some information about the Transport Team, an outline job description and a person specification.

For further details and to access the application portal please see below or visit [www.wyke.ac.uk/about-wyke/staff-vacancies](http://www.wyke.ac.uk/about-wyke/staff-vacancies). If you have any queries about applying for the role, please contact [personnel@wyke.ac.uk](mailto:personnel@wyke.ac.uk), or call 01482 346347.

The College is committed to safeguarding children and vulnerable adults. The successful applicant will be required to disclose any criminal convictions and agree to a check being made through the Disclosure and Barring Service. Please note that any eventual offer of employment will be made provisional subject to receipt of satisfactory DBS, qualification, barring, health and reference checks.

I would like to take this opportunity to thank you for the interest that you have shown in this post. Following short listing, we will endeavour to contact all applicants via email to advise them whether they will be invited in for an interview process.

Yours sincerely

Shell Clarkson

H.R. Manager

# WORKING AT WYKE

Wyke is a successful and highly ambitious Sixth Form College whose aim is to be the best college in the country. We are an established, popular College with an outstanding reputation in the locality. The college draws students from Kingston-Upon-Hull, East Riding of Yorkshire, North Lincolnshire and further afield. The largest and one of the most successful A-level provider in the area, we offer applicants the opportunity to work alongside committed colleagues who have enabled our students to achieve high levels of success. At Wyke we put the student first and all decisions centre around staff working together to meet their best interests.

We currently have over 2000 students and around 200 members of staff. We offer a wide range of A Level courses as well as some highly successful Vocational CTEC and BTEC (VOC) courses, both those equivalent to one, two and three A-levels, and a small number of GCSEs.

Each A-level, GCSE or VOC is allocated 4 x 70 minute lessons and a full time teacher will teach 5 of these 'blocks'. The teaching day begins at 9a.m. and finishes at 4p.m. On some mornings full staff or faculty briefings are held at 8.45a.m. to keep staff up to date with what is happening around the college and allow a time for them to catch up with each other.

We have an excellent team of staff and their continuing professional development is a priority at Wyke. The approach for this was recently revised so that so that members of staff fall into one of a number of development strands e.g. 'Aspiring Leaders', 'Lead Learners', 'Pastoral', 'Administrative'. Some development activities take place on one of the four Development Days spread across the year while other sessions are during afternoon workshops or independent activity which happens whenever is convenient for the staff members involved. Our plan is that every member of staff will have an entitlement to a significant amount of development every year and we also offer a system for people to log that development, including any activities undertaken independently.

We offer a welcoming college with supportive management and a strong team atmosphere as well as a modern environment. We are lucky to work with great students who are here to learn and have chosen their subjects so standards of behaviour are high.

# WORKING AT WYKE

Our employees at Wyke 6th Form College have access to a number of different benefits including:

- Generous pension schemes
- Generous holiday entitlements
- Significantly enhanced sick pay
- In service life cover
- Structured pay grades
- Funded development opportunities
- Free tea and coffee
- Free staff counsellor
- Other mental health support including Mental Health First Aiders on site
- Occupational Health support
- Flu-jabs
- Cycle to Work Scheme
- Multi-faith room
- Subsidised food costs
- Subsidised social events
- Use of library facilities
- Staff sports classes
- Opportunities to travel with college trips
- Employee Assistance Programme

# DRIVING AT WYKE SIXTH FORM COLLEGE

Wyke is a large and successful Sixth Form College recruiting 16-19 year olds from Hull, East Riding, North Lincolnshire and the surrounding area. We currently operate a number of minibus routes alongside our service buses and plan to expand the number of routes we offer next academic year.

As a result of the expansion of our team of drivers, we are looking to recruit a Minibus Driver. The role involves collecting students each morning to ensure they arrive in College before 9a.m. and taking them home every evening at 4.10pm. The longest routes will involve a round trip of approximately 2½ hours at each end of the day. Destinations include Holme on Spalding Moor, Goole, Hornsea, Withernsea and the Scunthorpe area. Casual drivers also cover college trips and visits and sports team fixtures (these are often on Wednesday afternoons).

The role can involve working Monday to Friday, term time only, and of course casual drivers are free to accept or decline any work offered to them. A full driving licence with a D1 entitlement will be required and experience of driving a Minibus and/or working with young people is desirable.

There are further overtime opportunities working with the estates team, undertaking such tasks as staffing the transport desk during enrolment, carparking duties on open evenings and helping to install and strip-out the indoor marquee, to name but a few.

# JOB DESCRIPTION

Job Title :	Minibus Driver
Postholder's name:	
Reporting to :	Transport Supervisor
Overall Purpose:	To provide a helpful, friendly service driving the minibus for the transporting of students, keeping the minibus tidy and carrying out any related pre-drive, daily and weekly checks reporting back to the transport supervisor as appropriate.
Policy and Procedure:	Inherent in this job description is an expectation that you will observe and implement the agreed policies and procedures of the College, including conduct, health and safety, safeguarding, appraisal and equality and diversity.

## Key Duties

Other Duties:	<ul style="list-style-type: none"> <li>To undertake such training as the College considers reasonable and necessary for the performance of the tasks described here.</li> <li>Responsible for the safety, comfort and welfare of students in your care.</li> <li>Drive the minibus, collecting and dropping off students at designated stopping places.</li> <li>Providing an excellent level of service to all students.</li> <li>Ensure the minibus is in a roadworthy condition, as per the highway code.</li> <li>Be responsible for the cleanliness of vehicles, inside and out and ensuring the vehicle is in a clean roadworthy condition before and after use.</li> <li>Carry out routine maintenance tasks, such as checking oil, water tyre pressure and fuel levels and take action when required.</li> <li>Ensure all appropriate vehicle paperwork is completed and returned as directed.</li> <li>Report any vehicle defects, faults, incidents and accidents to the transport supervisor or head of estates at the earliest opportunity.</li> <li>In the event of a breakdown, follow the details provided for recovery, informing the transport supervisor and or head of estates.</li> <li>Work reasonable additional hours for sporting fixtures and college trips</li> <li>In liaison with the transport supervisor, plan alternative routes to and from college when necessary, whilst keeping students, parents and guardians informed of any changes to the route and timings.</li> </ul>
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# JOB DESCRIPTION

- To hold an in date Emergency First Aid at Work qualification.
- To perform such other duties as the College considers to be appropriate and consonant with the role of Minibus Driver, potentially including supporting the Premises staff when a minibus run is not required.
- To ensure you drive within the law and are considerate to other road users.
- To complete all CPD as required and identified, to include H&S, safeguarding and driver training
- Maintain and promote a positive college image, through the regular cleaning of your minibus and the wearing of a clean and tidy uniform; to be provided.

To be conversant with the requirements of Health and Safety at Work regulations, to observe the College's own policy, and to be attentive to potential hazards.

- This job description is a guide to the major responsibilities of the post holder. Other duties may be added at the reasonable request of the Principal and the job description itself may be revised from time to time (after discussion with the Principal) as the needs of the College change.

**Location:**

Wyke Sixth Form College, Bricknell Avenue, Hull, HU5 4NT

# PERSONAL SPECIFICATION

Essential qualities	Desirable qualities
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.	MiDAS trained
Competent to undertake daily and weekly vehicle checks and carry out basic maintenance.	Hold a current First Aid qualification
Capability to maintain accurate vehicle and user records.	
An ability to communicate with a range of people.	
Ability to work on own initiative and as part of a team.	
Willing to undertake training as appropriate.	

## FURTHER INFORMATION CONTACT

Wyke Sixth Form College

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Hull

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(01482) 346 347

office@wyke.ac.uk

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**Wyke**  
SIXTH FORM COLLEGE

[www.wyke.ac.uk](http://www.wyke.ac.uk)