



## Vacancy for Sickbay Driver.

Dear Applicant

Thank you for your interest in our vacancy for a Sickbay Driver. In this section you should find the following documents;

- Information about Ellesmere College (please also browse our website for more information)
- Job Description (including summary of main terms and conditions)
- Application form

If you wish to apply for the position, please follow this procedure:

Read the Application form for Non-Teaching Posts and complete as fully as possible. Please note that under Safeguarding Children requirements we do need full details of your education and employment since 16 with no gaps unexplained. You may include a C.V. but do ensure it does cover all aspects asked for on the application form and note that **it will not be accepted in place of the application form.**

Include a covering letter explaining why you are applying for the position and how your skills and experience match the requirements of the role.

Completed forms and covering letter should be returned for the attention of:

**Personnel and Operations Secretary, Ellesmere College, Ellesmere, Shropshire. SY12 9AB.** Alternatively, you can email your application to: [melissa.evans@ellesmere.com](mailto:melissa.evans@ellesmere.com)

If you have any queries regarding this vacancy, please call 01691 622321 and ask for Melissa Evans, Personnel and Operations Secretary.



## Ellesmere College Job Description

**Job Title:** Sickbay Driver/ Chaperone

**Responsible To:** Senior Nursing Sister

### **Responsibilities:**

The main function of the post is to transport pupils to and from medical appointments in a safe and timely manner and often at short notice.

The following duties are examples of what the Sickbay Driver may be required to undertake, however, this list is not exhaustive and a degree of flexibility is expected in the performance of these duties:

### **Duties**

- Drive and accompanying Ellesmere College students to doctors, dentists and medical appointments and to A&E.
- Chaperoning pupils of under 16 to appointments and reporting information back to Sister on duty
- Occasional trips to Chemists or Doctors to collect medication, forms, letters etc.
- Maintaining medical confidentiality
- Complete relevant paperwork for each journey
- Ensure the vehicle is in a safe and satisfactory condition prior to the start of a journey
- Ensure the pupils adhere to safety rules such as the wearing of seatbelts, sensible behaviour etc
- Good time keeping

Other duties as directed by the Senior Nursing Sister.

### **Terms & conditions**

The person appointed must have a clean full driving license, know the local area (especially the hospitals) and have their own vehicle (which must be insured for business use).

### **Hours of work**

The hours of this post will vary.

### **Salary**

The salary is £10.42 per hour and 0.40p per mile

**Level of DBS Disclosure required** Enhanced

*This job description is an overview of the main tasks and responsibilities of the post. It may be reviewed as part of the appraisal cycle and may be subject to amendments or modifications after consultation with the post holder.*

## **Guidance Notes for Applicants**

Short listing decisions will be made using the application form and this is your only opportunity to tell us about yourself, therefore it is essential that you complete the form as fully as possible and enclose a covering letter demonstrating why you feel your skills and abilities make you suitable for this position.

**Please note that a CV will only be accepted when accompanied by a fully completed application form.**

### **General points to be aware of and remember:**

Please use the information provided in the job description / person specification to assess your suitability for the job. You will need to demonstrate that you have the skills, knowledge and experience necessary to do the job. It will not be sufficient to simply state that you fulfil certain criteria. Therefore please provide supporting evidence, giving specific examples of how you meet the requirements of the post.

### **Process**

After the closing date, all applications will be submitted to a shortlisting panel. Shortlisting is carefully undertaken by assessing the information provided on the application form and covering letter, against the requirements of the job.

If shortlisted you will be invited to attend for interview. You can expect to be interviewed by the Deputy Head Pastoral and Senior Nurse.

### **Offers of employment**

All offers of employment are made subject to the following criteria:

- Proof of eligibility to work in the UK (see below)
- Proof of UK Residency
- Satisfactory pre-employment Health check, which involves the completion of a confidential medical questionnaire. A full medical examination may be necessary.
- Satisfactory Disclosure & Barring Service check (see below)
- Satisfactory completion of probationary period
- References that are considered satisfactory to the College

### **Eligibility to work**

The Asylum and Immigration Act 1996 make it a criminal offence to employ someone who does not have permission to be in, or work in the UK. We will therefore not appoint an individual until we have seen evidence that they are eligible to work in this country.

### **Safeguarding Children (Section 157 Education Act 2002)**

We take all practicable steps to safeguard the safety and welfare of children while they are at Ellesmere College and as such the activities of Ellesmere College. All new employees are therefore required to undergo a Disclosure check with the Disclosure & Barring Service (DBS), prior to appointment and at regular intervals during employment at Ellesmere College, as defined in its Code of Conduct.

All teaching, coaching or any post that brings the employee into contact with children is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, spent and unspent, cautions, bind-overs or any outstanding cases must be disclosed.

Ellesmere College will not necessarily bar an applicant from employment due to an unspent conviction; the nature of the conviction and its relevance to the post will be considered, and should be communicated in writing, in a sealed envelope, and addressed to the Acting Head.