

Information Pack for Applicants  
Owler Brook Primary School  
Mini Bus Driver



## From the CEO



Dear Applicant

Thank you for your interest in Cascade Multi Academy Trust. Choosing the right School and Trust to work with is a very important decision. We would recommend that you visit the school and take a tour before submitting your application to understand the vision and values of our Trust.

## Who we are?

Cascade is a Trust of collaboration, challenge and support to achieve the best possible outcomes for the children and communities we serve.

We are four primaries situated in the North of Sheffield. Our Schools include Beck, Hucklow, Owl Brook and Whiteways Primaries.

## Our Vision

- To transform the life-chances of our children.
- To ensure safe and secure learning environments.
- To create inspirational places for our staff to work.
- To be an influential part of our local communities.

We are committed to professional development for all our staff. We work with Sheffield College, Hallam University, SCITT, The Teaching School Alliance and The National College to offer a wide range of qualifications to enable staff to develop further in their professional career. We have a proven track record of training teaching assistants to become HLTA's and teachers as well supporting staff in to leadership positions.

We care about the wellbeing of all our staff and hope they feel happy to come to work each day because they feel valued and supported. We offer a wellbeing package for all staff, which includes wellbeing days, access to The Listening Service and private counselling.

If you would like to more about us please visit our website <https://www.cascademat.co.uk> and come have a look round to meet the team.

Thank you for showing an interest in working with us.

Sue Bridges  
CEO Cascade Multi Academy Trust

## Our Vision

To transform the life-chances of our children by ensuring an increasing number of pupils are secondary ready.

To ensure safe and secure learning environments by constantly improving our facilities on an annual cycle

To create inspirational places for our staff to work in and to effectively recruit and retain high quality staff

To be an influential part of our local communities finding ways to contribute to their health and wellbeing

As our Multi Academy grows our Trust will enjoy the benefits of: -

- A shared focus on education, which raises achievement across all schools to the highest levels.
- A shared business platform which makes best use of resources and benefits from economies of scale.
- A shared ethos within which the unique identity and character of each school can flourish.

## Our Principles

In our schools we will ensure: -

### An Enriched and Exciting Curriculum

- Children enjoy their learning and want to come to school to learn. Enjoyment of learning is crucial to success.
- Learning is real, purposeful, exciting and relates to the world the children live in and will contribute to as they grow up.
- Educational visits and visitors, enrich children's education experience on a regular basis.
- Our learning environments will enhance the learning and curriculum opportunities we provide.
- Specialist teaching ensures all children have opportunity to learn a musical instrument, take part in sporting competitions and learn to swim.
- Community involvement is part of the life of our schools and the children impact on the life of the community.
- Equal opportunities through the curriculum, inspire all children to succeed.

### High Quality Provision

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- High quality teaching and learning in all subjects leads to the acquisition of the best set of life and learning skills for every child.
- Early identification of need leads to intervention which supports and challenges children to access all of the curriculum.
- Rigorous assessment, tracking and expert teaching promotes accelerated progress.
- Continual process of School Self Review/Peer Review and evaluation as we strive to provide outstanding provision.
- Behaviour and reward systems which promote exemplary behaviour.

### A shared ethos of Care and Respect

- Understanding and celebrating diversity.
- Include and nurture everybody.
- Celebrate and encourage everybody.
- Provide opportunities and success for everybody.
- An understanding of how we can contribute to and shape the world around us on a local and global scale.
- A curriculum which enhances the health, safety and wellbeing of all our school communities.
- Our children are well prepared for learning in the next stage of their educational journey.

### We believe that everyone is a Leader

- Pupils are leaders of their own learning and have opportunity to develop their interests and become experts.
- We offer our communities opportunities to take on leading roles within our schools.
- We will support and champion family learning and learning together.
- We value every member of staff and will develop them through high quality training and an investment in their professional development.
- Our leadership teams keep learning at the heart of their work, recognising the uniqueness of each and every learner.
- We become an organisation of evidence-driven experts.

## Who We Are

Cascade Multi Academy Trust is a Trust of collaboration, challenge and support to achieve the best possible outcomes for the children and communities we serve. We believe that by working together, we can provide shared expertise, resources, and opportunities for everyone within the MAT. We are a Trust where commitment, participation, involvement and achievement are expected of all.

Cascade is currently a Trust of four primaries situated in the North of Sheffield. Our focus is one of partnership working to continually improve the educational offer for our children and their families. We aim to create opportunities for all our children regardless of their needs, and strive to help them fulfil their potential.

## Our Schools

### Beck Primary School

We offer provision for pupils from 2+ in Early Years up to age 11 in Year 6. Our aim is to provide a high-quality education for all with a broad and balanced curriculum. We want children to be excited about their learning and to enjoy coming to school.

### Hucklow Primary School

Our aim is to provide a high-quality education for all with a broad and balanced curriculum. We want children to be excited about their learning and to enjoy coming to school. We recognise that we cannot achieve our aims in isolation and therefore we value the involvement of parents as partners in the education of their child.

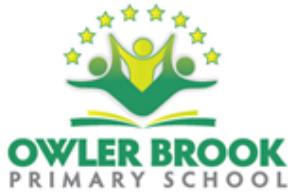
### Owler Brook Primary School

We pride ourselves on providing an environment where children feel safe and happy. We celebrate diversity and creativity, recognising the skills that every child has. We warmly welcome parents into the life of the school and work with the whole school community to instil a sense of belonging and ownership and guide our children to be responsible citizens of the future.

### Whiteways Primary School

We are committed to building strong links with the local community and services to ensure we work holistically for our children. We provide unique learning opportunities through a bespoke curriculum that fosters children's interests, and challenges them to become the best that they can be.

As a Trust, we are a developing vibrant community in which all children and staff are able to thrive. Our strategic vision is to move this Trust forward by retaining a complete commitment to our ethos, our community and the principles of a comprehensive education.



Dear Applicant

Mini Bus Driver

As the Headteacher, I would like to thank you for your interest in the post of Mini Bus Driver and to provide further background regarding the post and the application process.

Owler Brook is situated in the north east of Sheffield and, we provide unique learning opportunities through a bespoke curriculum that fosters children's interests, and challenges them to become the best that they can be.

Through stimulating and safe environments, we ensure every child has positive learning attitudes, and captures a life-long love of learning; setting strong foundations for their future.

I hope that the information provided will give you a flavour of what we are aiming to achieve and enable you to determine whether we are the school for you at this stage of your professional development, if you decide this is the school for you, I will be delighted to receive an application from you, if not, then may I thank you for your interest in our school and wish you well in the future.

As a school we are committed to excellence in all aspects of our work; and we are committed to building strong links with the local community and services to ensure we do not work alone. Our families play an unprecedented role in ensuring children are happy and safe at school, so we create strong links between home and school learning, no matter when children start their journey at Owler Brook Primary School

I hope that you submit an application and would be happy to provide any further information you may require.

Kit Oldham  
HEADTEACHER



**Start date:** As soon as possible

**Permanent**

**Hours:** Casual Hours as and when required

**Salary:** Grade 2 SCP 3 – 4, Hourly rate £12.85 to £13.05

Cascade Multi Academy Trust is seeking to appoint an experienced Mini Bus Driver to join the Trust, working across all the schools within the Trust.

The successful candidate will transport pupils and staff to a variety of school events, activities and school visits at different times during the year.

Our vision at Cascade MAT is to transform the life chances of our children; ensure safe and secure learning environments; create inspirational places for our staff to work and to be an influential part of the local community.

Across the Trust we inspire our children to aim high and succeed, equipping them with the necessary skills and knowledge for the future. We promote understanding, respect and tolerance for each other. This is an exciting time to join Cascade Multi Academy Trust with each of its four schools judged as good by Ofsted.

We are looking for candidates that:

- Hold a full, clean UK driving licence which includes the D1 category
- Can work flexibly and take a proactive approach
- Able to build excellent relationships with the children and staff
- Able to maintain the cleanliness of the minibus to a high standard
- Complete appropriate minibus driving logs
- Hold a Sheffield City Council MIDAS Test Certificate (organised and funded by the Trust)

For all your hard work, we provide:

- A career pathway
- Enhanced disclosure check paid for by the Trust
- Employee Assistance Programme
- Commitment to your ongoing training and career progression
- Pension Scheme
- Employee benefits including Westfield Health and Cycle to Work

Cascade MAT is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share in this commitment. Our Safeguarding policy and Safer Recruitment policy can be found on Cascade's website.

In line with Keeping Children Safe in Education advice, the Trust will carry out online searches for shortlisted candidates.

Shortlisted candidates are required to complete a self-declaration criminal history form prior to interview and any disclosures will be discussed with candidates at the interview stage.

The successful candidate will be required to complete an enhanced DBS prior to employment commencing.

#### How to apply:

If you wish to discuss this role or arrange a visit to the Trust, please contact Linda Lawrie or Claire Bradshaw, School Business Support Manager via email at [businessmanager@owlerbrookprimary.co.uk](mailto:businessmanager@owlerbrookprimary.co.uk)

You can download the word version of the application form from Cascade's website.  
Please do not use Sheffield City Council application form

[www.cascademat.co.uk](http://www.cascademat.co.uk)

or alternatively an application form can be obtained by e-mailing [recruitment@owlerbrookprimary.co.uk](mailto:recruitment@owlerbrookprimary.co.uk)

Your completed application should be emailed to [recruitment@owlerbrookprimary.co.uk](mailto:recruitment@owlerbrookprimary.co.uk)

## Mini Bus Driver

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### Our Vision

Our vision at Cascade MAT is to: Transform the life-chances of our children; ensure safe and secure learning environments; create inspirational places for our staff to work; and to be an influential part of the local community.

### The Role

To assist in the provision of an effective and efficient transport service for staff, visitors/volunteers and pupils of the school.

To drive the minibus in a responsible and competent manner, ensuring the safety of the passengers, other road users, members of the public and yourself at all times.

### Qualifications

- Full, clean driving licence including D1 classification
- Sheffield City Council MIDAS qualification (this can be arranged and funded by the Trust for the successful candidate)

### Key Responsibilities

- To undertake the safe transportation of passengers and/or equipment to various locations in the school Minibus
- Responsibility for carrying out regular vehicle checks, fuelling and cleaning duties to specific standards
- To undertake a log book/driving records for each journey
- To report any vehicle defects, faults, incidents or accidents immediately to the Business Support Manager
- To ensure the vehicle is checked as necessary and safety checks are carried out

- To ensure compliance with Health and Safety regulations and codes of practice in the provision of a safe and healthy working environment.
- To promote and safeguard the welfare of children and young persons at all times
- To comply with all Trust policies
- To be willing to undertake training and professional development as required of the post

**Any other duties and responsibilities appropriate to the grade and role**

All the above duties and responsibilities to be carried out in accordance with Cascade Multi Academy Trust Policies, Academies Financial Handbook and current legislation with an emphasis on Safeguarding, Customer Care, Equal Opportunities, Data Protection and Health and Safety.

# PERSON SPECIFICATION

## Mini Bus Driver

All candidates should demonstrate how well their qualifications and experience, personal qualities, skills, professional knowledge and understanding and knowledge of safeguarding meet the requirements of the person specification

### Qualification and experience

Candidates should have:

- 1 Full clean driving licence with D1 classification
- 2 GCSE Maths and English or equivalent or evidence of abilities at this level
- 3 First Aid qualification or willingness to undertake First Aid training
- 4 Evidence of recent, appropriate continuous professional development and/or willingness to engage in CPD

### Personal qualities

Candidates should:

- 1 Have good communication skills, both verbal and written
- 2 Be able to communicate effectively and develop positive relationships with all pupils and stakeholders
- 3 Demonstrate excellent interpersonal and organisational skills to work collaboratively and constructively with all stakeholders
- 4 Be decisive, consistent and able to effectively manage time and workload
- 5 Have the ability to take a proactive approach to set deadlines and work on own initiative to ensure deadlines are met
- 6 Be well-presented and have a positive attitude
- 7 Flexible and adaptable to changing circumstances/situations
- 8 Ability to use own initiative and work independently
- 9 Ability to work calmly under pressure
- 10 Be reliable and trustworthy
- 11 Commitment to personal training and development

### Skills

Candidates should be able to:

- 1 Support the vision for the school/Trust
- 2 Ability to relate positively with children and all stakeholders
- 3 Approachable, courteous and able to present a positive image of the school to all stakeholders
- 4 Ability to accurately record and undertake relevant checks to ensure Health & Safety compliance

Professional knowledge and understanding	
<b>Candidates should:</b>	
1	Demonstrate an understanding of interacting with children and being a role model
2	Ability to maintain confidentiality
3	Demonstrate a full working knowledge of relevant policies/codes of practice & awareness of relevant legislation
Safeguarding	
<b>Candidates should have:</b>	
1	An understanding of safeguarding and promoting the welfare of children and young people

The successful candidate will be required to undergo an enhanced check from the Disclosure and Barring Service (DBS).

## The Appointment Process

These notes are intended to guide you when making an application

### Application Form

Complete the application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten but if you do write it by hand make sure that it is legible and that you use black ink. Indicate clearly on the front page, the post you are applying for and submit a concise application.

### Education and Training

State your qualifications and any training you have undertaken relevant to the post.

### Present Appointment

Make it clear what your present post is, which establishment you work in and who your employer is

### Previous Appointments

When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work. This is a requirement under our recruitment and safeguarding policies.

## Referees

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses, including emails and telephone numbers.

## The Supporting Statement within your Application Form

The supporting statement is regarded as a very important part of your application. You should make statements that demonstrate how your qualification and experience match the requirements of the post. You should take particular care to demonstrate how you meet the person specification included this pack. Please limit your supporting statement to two sides of A4 in size 11 font.

## Arrangements for Assessment

Shortlisted candidates will be contacted as soon as possible after the closing date.

Referees are contacted prior to the interview stage, unless you have specified in your application a reason not to do so.

A variety of assessment methods are used for different posts and candidates will be invited for Interview and Task(s) associated with the role

## Feedback

Verbal feedback is offered to shortlisted candidates who were unsuccessful in securing the post following the assessment process.

## Selection for Appointment

A conditional offer is made subject to 2 satisfactory references and satisfactory completion of pre-recruitment checks.

## Completed Applications

When you have completed your application form and equal opportunities monitoring form, these should be returned via email by the closing date specified in the advert.

[recruitment@owlerbrookprimary.co.uk](mailto:recruitment@owlerbrookprimary.co.uk)

## Privacy Notices

Our privacy notices for recruitment can be found on the Trust website

<https://cascademat.co.uk>

## Safeguarding

The Safeguarding policy can be found on the Trust website

<https://cascademat.co.uk>

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