



Abbeyfield  
School

# RECRUITMENT PACK

2025



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School



# Welcome

I am delighted that you are considering a career at Abbeyfield School. Our school is a dynamic and thriving community, dedicated to fostering the development of young people. At Abbeyfield, we uphold a vision focused on nurturing students' personal skills and qualities, ensuring they are well-prepared for their future lives as successful, responsible adults.

People have always been at the core of the Abbeyfield educational experience, and I am more convinced than ever that prioritising the development of our staff is essential. We are committed to the continuous professional development of our team, offering dedicated support to ensure that our staff can thrive in their roles. For our students to reach their full potential and make a positive impact, they must be taught by individuals who reflect these values. Our focus on recruiting and professionally developing a diverse range of outstanding staff is key to providing our pupils with strong role models.

Our teaching team is eager to build upon Abbeyfield's growing reputation for excellence. We are a school that is dedicated to delivering an ambitious, broad, and balanced curriculum through high-quality, evidence-informed teaching. Our academic results at both GCSE and A Level remain strong, with student progress consistently above average.

These are exciting times for Abbeyfield. The town of Chippenham is experiencing significant housing development, and our growing reputation has resulted in an increase in pupil enrolment. Consequently, we are set to embark on a three-phase building project that will expand the school by 50%.

As one of only four maintained secondary schools in Wiltshire, Abbeyfield has also begun the process of joining an academy trust. From September 2025, we will become part of The Athelstan Trust, one of the leading educational trusts in the South West.

We warmly invite all those who wish to be part of this exciting new chapter to apply.

We trust that this recruitment pack will provide you with a valuable insight into our unique and supportive community, and I look forward to welcoming successful applicants to Abbeyfield in the near future.

**Mr Nick Norgrove,**  
**Headteacher**



# Minibus Driver Term Time Only

<b>Start date:</b>	1st September 2025
<b>Close date:</b>	Monday 2nd June 2025
<b>Interview date:</b>	TBC
<b>Salary range:</b>	Grade D, points 4 – 6 - £12.65 - £13.05 per hour (pending pay review)
<b>Hours:</b>	Up to 30 hours a week, open to job share
<b>Number of students on roll:</b>	900

Due to expansion and growth in student numbers, this is an exciting time to join Abbeyfield School. Our recent 'Good' Ofsted rating (November 2022) highlighted that 'Staff are proud of the school and enjoy working at it. Leaders and Governors are supportive of staff's workload and well-being'. As a result, both the leaders and students are looking for high-calibre staff who are committed to delivering outstanding teaching and learning opportunities for all. As of 1st July 2025, we will become an Academy, as part of the Athelstan Trust.

The Governors of Abbeyfield School are seeking to make the appointments of enthusiastic Minibus Drivers. The successful applicants will have the exciting opportunity to work within a highly motivated team, a category D1 licence with no restrictions is essential, a willingness to undertake a first aid training course and attention to detail to ensure that all passengers travel safely in the vehicle.

Typical hours are 07:00 – 08:30 and 15:00 – 16:30 with additional hours throughout the day. Flexibility with respect to hours is essential.

Abbeyfield is a community school which occupies purpose-built premises. It is situated in a beautiful location, within commuting distance of Bath, Bristol and Swindon. The school was inspected in November 2022 and we pledge to offer the following:

- Excellent students who will work with you to achieve the highest standards
- A high-performing and growing school
- Excellent leadership, which believes in rapid and sustainable leadership
- A thriving sixth form where pupils make strong progress
- Outstanding behaviour
- Friendly and welcoming pupils who thrive in an atmosphere of tolerance and understanding

Please note – We reserve the right to interview and employ the right candidate before the closing date.

## **Additional information**

For a full information pack, please see our website <https://abbeyfield.wilts.sch.uk/> under 'joining us' or contact reception on 01249 464500

Completed applications should be emailed to [recruitment@abbeyfield.wilts.sch.uk](mailto:recruitment@abbeyfield.wilts.sch.uk)

**Please note - Due to safeguarding, we ONLY accept completed application forms.**

**Abbeyfield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants will be subject to a full Disclosure and Barring Service check before appointment is confirmed**

# Minibus Driver

**Grade:** Grade D  
**Responsible to:** School Business Manager  
**Responsible for:** Minibus Transport & Basic Maintenance

## KEY TASKS

- Transportation of students
- Responsibility for daily and weekly checks on minibus e.g. oil level, fuel, water, tyre pressures etc
- Regular cleaning of the minibus, inside of minibus and taking to car wash.
- Maintaining the minibus log i.e. mileage records, recording defects and users.
- Maintaining good relations with other contacts
- Ensuring good discipline on the bus and that all Health & Safety regulations are met including the wearing of seatbelts and the storage of bags.
- Ensuring the maintenance schedule for the minibus is adhered to.
- Ensuring that the School Minibus Procedures are followed.
- Ensuring minibus conforms to statutory regulations.

## SUPPORT TASKS

- General support as & when required
- Administration of basic first aid

## OTHER DUTIES

The postholder may be required to undertake training and perform duties other than those given in the job description. The duties and responsibilities attached to posts may vary from time to time. Such variations are a common occurrence and would not justify the re-evaluation of a post. Where a permanent and substantial change in the duties and responsibilities occurs, then the post would be eligible for re-evaluation.

*All staff have a responsibility for their own health and safety and for that of others who may be affected by their acts or omissions. Staff are required to adhere to all health & safety regulations, guidance and procedures at all times.*

*We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS clearance will be required*

**Hours of work:** Hours flexible - term time only

**Salary:** Scale D Points 4 - 6  
£24,404 - £25,183 pro rata per annum  
£12.65 - £13.05 per hour



# Minibus Driver

Essential	Desirable
<b>Qualifications</b>	
Category D1 Licence, with no restrictions	Full PCV licence
First Aid qualification or willingness to undertake training	Motor vehicle servicing qualification
	Minibus Driver Awareness qualification
<b>Experience, Knowledge and Understanding</b>	
Knowledge of basic motor vehicle maintenance	2 years experience of driving & maintaining a minibus, coach or taxi
Eligible for enhanced DBS clearance	Experience of working with young people
Competent to undertake daily and weekly vehicle checks and carry out basic maintenance	Maintaining accurate vehicle and user records
<b>Personal Qualities</b>	
Reliable	
Ability to remain calm & liaise effectively	
Ability to be flexible and work using own initiative	
Positive attitude to children	
Ability to pass PCV standard medical	
Good communication & organisational skills	
Positive attitude towards personal development & training	





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# Why work at Abbeyfield?

## Here's what our staff say:

"For me when I joined as an ECT1 I was really nervous about coming in - were people going to treat me differently because I was an ECT? That was the furthest thing from the truth. Every single person at Abbeyfield made an effort with me and has gotten to know me and I felt instantly at ease. I enjoy coming to work everyday knowing that I could say hi to anyone and they would respond and have a chat with me and they genuinely care."

"Abbeyfield School is a place where staff are encouraged to grow and reach their potential. It provides opportunities to take on new challenges and responsibilities in a supportive environment, free from judgment or fear of failure. Every idea is valued, offering different perspectives to explore. It's a thriving community and an exceptional workplace"

"I like working here because everyone is so easy to get along with. Its lovely and inclusive, Line Managers/SLT are understanding and approachable, good lifelong friendships have been made here. Students are lovely and there is a calm vibe around the school. There are regular opportunities for progression and enhancing skills. I have never once thought I really don't want to go to work today!"

"It's the people. We get along well in the Humanities department, share similar values and collaborate well. I like seeing them outside of work! The pastoral staff are dedicated and hardworking, supporting students and each other when things are difficult. I can recount numerous times someone has dropped what they are doing to make time for me when needed. I feel valued for the job that I do, and appreciate the understanding afforded when I need time off for my own illness, my children's, or anything relating to family. Career wise I feel that I've been supported to progress, either through help given preparing for interviews elsewhere or the opportunities afforded me here.

And then there's the kids. They're ok. And I think that says a lot!"

"Having only started last week, I have found both the staff and students welcoming, friendly, and helpful. I have felt part of the team from the off."

## Benefits:

We are incredibly proud of the culture of success and inclusivity for both our students and staff. We put the wellbeing of our staff at the heart of all decision making and development. Just some of the benefits of working at Abbeyfield:

- A modern building and facilities
- Unlimited use of our fitness suite
- On site support for mental wellbeing
- A CPD programme that supports your growth
- A caring and supporting staff body
- An inclusive and student centred culture





# Character Development - The Abbeyfield Learner

At Abbeyfield we believe strongly in supporting our students to become the best version of themselves.

"Good character is not formed in a week or a month. It is created little by little, day by day. Protracted and patient effort is needed to develop good character.

- Herculitus - Greek Philosopher.

'The Three R's' are three key characteristics that we encourage all Abbeyfield students to develop and demonstrate on a daily basis: Responsibility, Respect and Resilience.



## **RESPONSIBILITY**

How pupils approach their life and learning.

## **RESPECT**

How pupils treat themselves, others and the school environment.

## **RESILIENCE**

How pupils cope with what life throws at them.

The Abbeyfield Learner programme ensures pupils have the relevant skills and attributes to be effective learners for their future aspirations. Pupils are rewarded for demonstrating these key characteristics in all aspects of school life. These range from tutor lessons and include extra curricular beyond the school day.

"Character development is as much a part of our curriculum as the academic subject." - Abbeyfield Learner.



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# How to apply

We primarily use E-Teach to advertise our vacancies, but they can also be found on our new website: **[www.abbeyfield.wilts.sch.uk/vacancies](http://www.abbeyfield.wilts.sch.uk/vacancies)**

If you would like more information or to arrange a tour, please contact us on **01249 464500**.

We look forward to meeting you and welcoming you to our fantastic school.







# Abbeyfield School

**Reception: 01249 464500**  
**Email: [contact@abbeyfield.wilts.sch.uk](mailto:contact@abbeyfield.wilts.sch.uk)**

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