



**24X7 (West Sussex) Ltd**

5 Stableyard Mews,  
Sarisbury Green  
Southampton  
SO31 7NR

**T: (Office) 01483 355101**

**[www.24x7ltd.co.uk](http://www.24x7ltd.co.uk)**

## **Part Time School Driver – Special Educational Needs**

### **Overall Purpose of Job**

- Transportation of children with special education needs or adults to school, college or day care centres in the West Sussex area.
- To work in an effective, safe, flexible manner and support the wider operations of 24x7 West Sussex Ltd.

### **Job Profile & Key Responsibilities**

- To drive vehicles of varying sizes which include - cars, 8 seat people carriers and wheelchair accessible vehicles.
- To build fast positive and professional relationships with passengers, educational establishments, and families.
- To have sufficient command of the English language
- Hold a Full UK Driving License
- Drivers applying must be 25 years of age or above due to insurance purposes
- DBS checks due to working with children and young person's/vulnerable adults
- Have a friendly and positive attitude, enjoy working with children, be fit and reliable.
- Vehicle and Fuel card will be supplied; the vehicle is to be kept with the driver at home or convenient alternative location. To keep vehicle in a clean and tidy manner.
- You will need to be medically fit and pass a Group 2 medical to comply with licensing standards. \*

**VEHICLES AND FUEL CARDS ARE SUPPLIED SOLELY FOR WORK USE ONLY**

### **Basic Terms and Conditions of Employment**

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Head Office: 24X7 (West Sussex) Ltd • Coopers End Road • Stansted Airport • Essex • CM24 1RW

Registered Office: 24X7 (West Sussex) Ltd • Little Easton Manor • Park Road • Little Easton • Dunmow • Essex • CM6

2JN Registered in England & Wales No: 13808858

All positions are Part Time and paid at the National Living Wage.

Average working times currently are Monday to Friday, Term Time between AM: 07:00 - 10:00 and PM: 14:00 - 17:00.

Mornings - To transport passengers from their home address to school, college or day care centres.  
Afternoons - To transport passengers from school, college or day care centres to their home address.

The actual working times will vary from contract to contract.

Average daily hours will be between 2.5 and 5.0 hours per day. You will be working usually only for a maximum of 190 days per annum which equates to 38 weeks per year. Holiday entitlement for the year is 21 days pro rata and paid on 1<sup>st</sup> September.

All staff holidays **MUST** be taken during school holiday times.

Wages will be paid on the 1<sup>st</sup> of each month.

## **Safeguarding**

24x7 West Sussex Ltd is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all employees to share this commitment.

Drivers require a DBS enhanced criminal records background check (CRB).

Please inform us if you already have a valid DBS.

24x7 West Sussex Ltd will assist in the process of applying and the cost of obtaining a DBS check. You will be required to subscribe to the DBS update system at a cost of £13.00 per year.

## **Proceeding with your application.**

**If you would like to proceed with your application, please e-mail us at [hr@24x7surrey.co.uk](mailto:hr@24x7surrey.co.uk)**

**Or alternatively call 01483 355101 to arrange your interview.**

We look forward to hearing from you shortly.