

## Job Description

*Inspiring girls*

### Minibus Drivers

Start date: July 2025 for training. Driving on assigned routes will commence from 4<sup>th</sup> September.

Pay Rate: £15.71 per hour

Working Hours: Variable hours, term time only (34 weeks per year). Additional driving hours may be available on an ad hoc basis to meet the operational needs of the school

Contract Type: Bank Contract

Reporting To: Director of Estates and Services

Your first two months in post will be for bespoke training including: obtaining a D1 category licence, health & safety, safeguarding in schools and familiarisation of travel routes. This can be arranged on a flexible basis to suit your availability. Official driving on set routes will commence from 4th September.

### Job purpose

- To drive the school minibus in a responsible and competent manner, ensuring the safety of the pupils, other road users, members of the public and yourself at all times.
- To provide an efficient transport service for pupils.

### Main duties and responsibilities

- Pick up the school minibus on time for your route and ensure you are at the correct pick up/drop off points as per the agreed timetable.
- Transport pupils to and from School on a set route, using the stops specified on your timetable
- Maintain accurate records of the children using the service each day.
- Plan alternative road routes to and from school when necessary and keeping parents informed of any changes.
- Be a good ambassador for the school, promoting a positive image in terms of professional and courteous conduct and working attire.
- Responsible for the safety, comfort and welfare of the children during the journey.
- Be aware of pupil behaviour on the minibus to check that it is appropriate and safe, deal with issues that arise during the journey, and report issues to the Director of Estates and Services as required.
- Always drive the minibus in a safe and responsible manner, complying with laws and school policy.
- Carry out driver's daily and weekly vehicle checks, basic maintenance and ensure the bus is clean and tidy before and after each journey.
- Report any damage or maintenance issues with the minibus immediately to the Senior Minibus Driver.
- Report any absence, ideally by 10pm the night before your shift.
- Declare any driving sanctions or convictions that may affect the driving or insurance of the school minibus.
- Additional hours may be available during term time to cover transporting pupils to ad hoc activities e.g. sports fixtures

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### Person specification

|   | Essential | Desirable |
|---|-----------|-----------|
| Full and valid driving licence and minimum of 2 years driving experience  | ✓         |           |
| D1 category licence (training can be provided)  |           | ✓         |
| Previous experience of driving a minibus  |           | ✓         |
| Must be below the age of 75 years for insurance purposes  | ✓         |           |
| Previous experience of working in a school or with children   |           | ✓         |
| First Aid trained   |           | ✓         |
| Ability to work to deadlines/ follow timetables and instructions  | ✓         |           |
| Ability to work on own initiative   | ✓         |           |
| To be committed to safeguarding and promoting the welfare of pupils, and to always comply with the School's Safeguarding Policy | ✓         |           |

### Selection Process

Shortlisted candidates will be invited to an on-site interview and 20-minute driving assessment.

**When applying, please indicate your availability for shifts in terms of hours in the day, and days per week within your covering email / letter, so that shifts and routes can be scheduled accordingly.**

### Benefits

We offer a range of benefits and competitive terms and conditions including:

- Generous pension scheme - 9% employer contribution
- Life Assurance and Group Income Protection
- D1 category driving training and licence will be obtained by the School – terms apply
- Delicious free meals while on duty at the School
- Provision of a mobile phone for work use
- Modern gym and swimming pool facilities, for staff use at set times
- Discounted school fees
- A supportive induction programme
- Beautiful working environment in a semi-rural location
- A variety of social occasions throughout the year

*Downe House is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding and Child Protection Policy and procedures at all times. Appointed candidates will be subject to an enhanced DBS check and an online social media check.*

*We promote equality of opportunity and support an environment that values and promotes diversity and inclusion.*