



JOB DESCRIPTION

Job Title:	School Minibus Driver	Department:	Transport
Hours of Work:	Term-time role (34 weeks/year) Mornings: Mon–Fri 6:30–8:30 am Afternoons/Evenings: Mon–Thu 4–8 pm, Fri 4–6 pm Some weekends required		
Responsible To:	Transport Manager	Responsible For:	N/A

Summary of Role:

To be employed for driving School vehicles primarily in support of the School's transport service. The driver will be responsible for transporting students to and from School and could also transport other staff members and parents to and from school concerts and other events. Bus routes may vary.

Approximately 6 weekends per year (2 per full term) to be worked according to department rota, on an additional hours basis.

Job Purpose

To provide a safe, reliable and professional transport service for the School, ensuring students and other authorised passengers are transported safely, punctually and courteously. The role involves driving School vehicles in accordance with all statutory requirements and School policies, maintaining vehicles to an appropriate standard and supporting the smooth and efficient operation of the School's transport provision.

The School Driver is an important representative of the School and is expected to maintain high standards of professionalism, courtesy and conduct at all times, helping to promote a positive image of the School to students, parents, staff and members of the wider community.

Key Responsibilities

1. To undertake local transportation duties as required by the School, ensuring students and other authorised passengers are transported safely, punctually and in accordance with agreed schedules.
2. To comply fully with all relevant statutory requirements, School policies and procedures relating to the safe and lawful operation of School vehicles, including requirements relating to passenger safety and safeguarding.
3. To undertake appropriate routine checks of allocated vehicles and promptly report any defects, maintenance requirements or other concerns to the Transport Manager.
4. To ensure allocated School vehicles are maintained in a clean, presentable and roadworthy condition, including routine cleaning, refuelling and other basic checks as required.
5. To maintain regular communication with the Transport Manager, promptly reporting and managing any issues that arise and contributing to the delivery of a safe, reliable and efficient transport service.
6. To maintain appropriate standards of conduct and professionalism when transporting students,

recognising the responsibility associated with working with young people and maintaining appropriate professional boundaries at all times.

7. To provide a courteous, helpful and professional service to students, parents, staff and other passengers, responding appropriately to their needs and contributing to a positive experience of the School's transport service.
8. To act as a positive ambassador for the School when driving School vehicles and when interacting with students, parents, members of the public and other organisations. To maintain high standards of personal presentation, courtesy and behaviour and to ensure that the School is represented positively at all times.
9. To drive School vehicles responsibly and considerately, recognising that the vehicle and the driver's conduct may be clearly associated with the School when travelling on public roads or attending external locations.
10. To work collaboratively as part of the wider Transport team, providing support to colleagues during busy periods and responding flexibly to changing operational requirements.
11. To undertake other duties and responsibilities that are reasonably requested by the Transport Manager and which are consistent with the nature and level of the role.

PERSON SPECIFICATION

Essential	Desirable
Operational Excellence	
• Possess a clean, full, valid British driving licence with category D1 (minibuses). • Possess excellent communication skills both written and verbal • Basic ICT skills. • Capable of working alone and as part of a team.	• Possess previous driving/minibus driving experience. • Own transport to/from school. • First aid trained. • Available to work any hours according to the school's needs.
Personal Behaviours	
• Reliable, punctual and enthusiastic. • Good communication and interpersonal skills (to liaise with pupils, parents, staff and members of the public as necessary). • Initiative to think and plan ahead. • Flexible and polite. • Shows integrity • Willing to undertake training as required.	
Ethos and Whole School Values	
• Committed to operating as part of the School community. • Committed to the Sacred Heart Values. • Committed to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care.	
Safeguarding and Pastoral	
• Committed to safeguarding and promoting the welfare of children and young people. • A satisfactory Enhanced Disclosure from the DBS.	

Terms and Benefits

- **Start Date:** As soon as possible
- **Salary:** £17,076 per annum
- **Holiday.** The holiday entitlement is 5 weeks per year plus public holidays. It is expected that holiday will normally be taken in school holidays.
- **Pension.** You will be auto enrolled into the School's pension scheme, which includes life assurance.
- **Parking.** There is free parking on site.
- **Gym and Pool.** There are staff sessions for use of these facilities.
- **Fees.** School fees remission for dependants of the job holder attending the school. If not already at the school, any child would have to meet all of the normal entrance requirements.

This job description provides a guide to the nature and scope of the role and is not intended to be wholly definitive or exhaustive. The postholder will be expected to undertake other duties and responsibilities that are reasonably consistent with the role, skills and experience required, as may be requested by the School from time to time. The School reserves the right to review and amend the duties and responsibilities of the role in response to organisational needs.

Last updated: September 2026