



Langley
SCHOOL



Brief for the position of
MINIBUS DRIVER
(ZERO HOURS)

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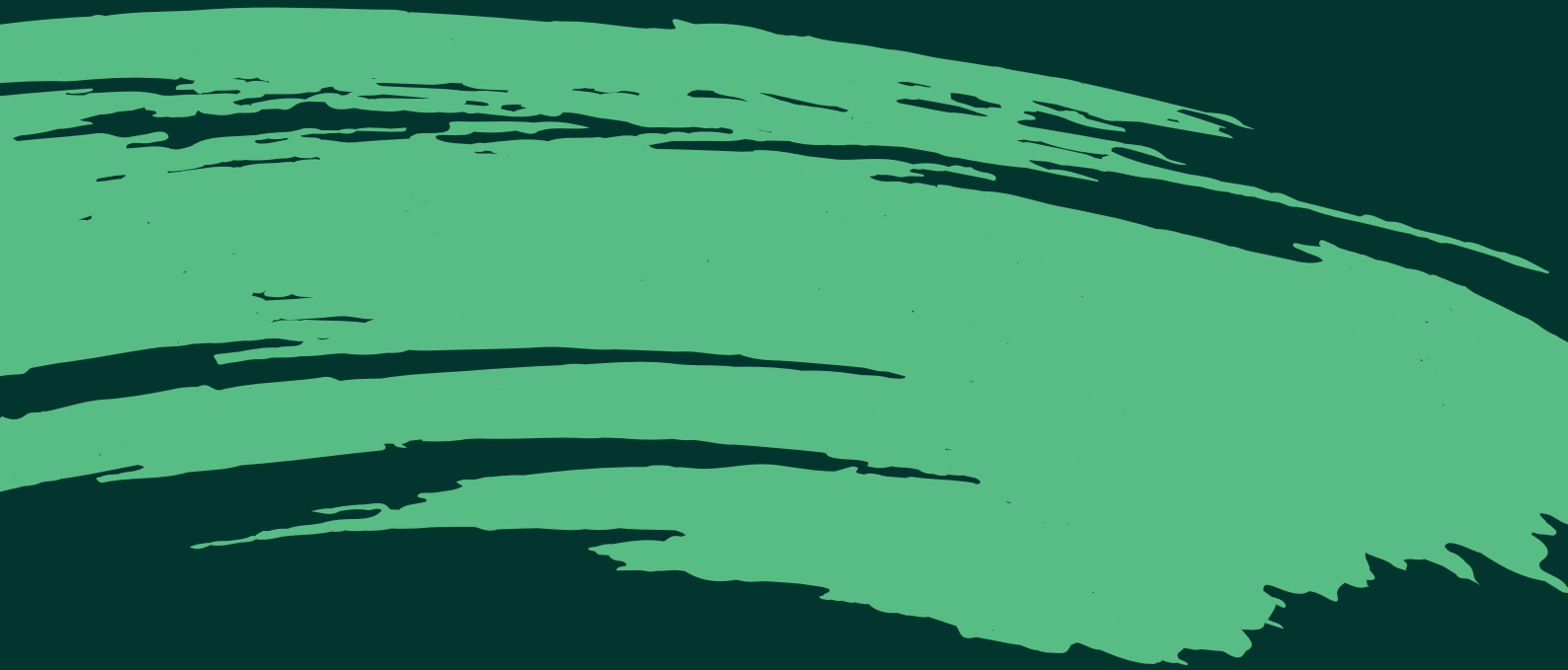
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01 BACKGROUND

Thank you for your interest in this exciting opportunity here at Langley School. We are seeking a **reliable Ohrs Minibus Driver to join our Transport Department.**

We are proud to have a vibrant educational community that is nestled in the picturesque Norfolk countryside. Our school is placed where tradition meets digital innovation and where every pupil is valued and encouraged to thrive.

From our youngest learners just beginning their journey in Nursery, to the ambitious young adults joining our Sixth Form, Langley School offers a nurturing environment that fosters growth, learning, and discovery.

Our expansive campuses provide the perfect backdrop for this adventure, offering over 100 acres of green space at each site for our pupils to explore and enjoy.

At Langley, we believe in the power of opportunity and the pursuit of excellence. Our core values - **kindness, confidence, curiosity, and integrity** - are the pillars that support every aspect of school life. We are dedicated to equipping our pupils with the skills they need to navigate the complexities of the modern world, such as creativity, resilience, and adaptability.

If you feel that you have the professional skills to join our dynamic team, then we look forward to receiving your application.



02 ABOUT LANGLEY

Langley is a co-educational, inclusive, day and boarding school from 6 months to 18 years old. We are fortunate to be set on two enviable 100+ acre countryside sites: the Pre-Prep and Prep school are based in Taverham; the Senior school and Sixth Form are just outside Loddon. Both sites have their own Nursery provision from 6 months to 5 years old which staff members use and enjoy. Funded hours are accepted across all EYFS age groups.

These stunning, green campus locations are a wonderful canvas that allow children space to breathe and grow, as well as enjoying the benefits of being on the doorstep of the vibrant and dynamic city of Norwich.

We are one of only nine HMC schools in Norfolk and Suffolk and offer day, flexi, weekly and full boarding.

1 Langley Prep School, Taverham

2 Langley Senior School, Loddon



03 THE ROLE

Site:	Langley School, Loddon, NR14 6BJ
Reporting to:	Transport Manager
Hours:	Zero Hours during school term time (35 weeks per year)
Salary:	SS3 £12.71 per hour plus 14.54% rolled up holiday pay £14.56 p/h
Purpose of the role:	The role of Minibus Driver primarily involves transporting students between suitable pick-up points and the school site at the beginning and end of each school day.

Langley School is seeking to appoint a reliable and flexible Minibus Driver to join our team on a zero hours basis. The successful candidate will provide relief cover across our extensive fleet of vehicles, as needed, with typical working patterns averaging at around 25 hours per week.

We are especially interested in applicants based near **Halesworth, Bungay, Beccles, or the surrounding Suffolk/Norfolk border areas.**

Role Details

- First pickup: 07:00am
- Arrival at Langley School, Loddon: 08:30am
- Return journey departs: 5:00pm

This position is ideal for someone who values flexibility, enjoys working with young people and takes pride in delivering a safe and reliable transport service. There would be the potential for the successful candidate to progress into a permanent role should a vacancy arise.

Langley is a fantastic place to work, with wonderful staff, a supportive parent body, and interesting and interested young people all around us. There is a real sense of family and community warmth to Langley, and it's an environment that is both stimulating and rewarding.



04 JOB DESCRIPTION

This Job Description covers the principal tasks required of the role and is not necessarily a complete list of everything required for the full professional discharge of duties. Key responsibilities include:

- To ensure the safety of students and pupils using our transport services by completing daily mandatory vehicle checks and making sure that in-transit safety measures (such as wearing seatbelts) are observed by all persons in the vehicle
- To complete both a morning and afternoon shift in accordance with the School's bus routes, to ensure that pupils arrive at the School by 08:30am and depart at 17:00pm – or as defined by the Transport Manager from time to time
- To hold a current, clean and valid driving licence, with D1 category, at all times during employment
- To deliver an efficient and welcoming service that is consistently punctual
- To perform any other activities which are reasonably requested by the Line Manager
- To show clear commitment to safeguarding children
- Ensuring that any additional maintenance work required is communicated immediately to the Transport Manager
- Adhering to all school policies including Health & Safety guidelines for minibus drivers
- Liaising directly with parents when necessary, using the devices provided by the school – which includes a dedicated mobile phone and email address
- Covering other minibus drivers or routes from time to time as required
- Undertaking any associated duties as required by the Transport Manager

Health & Safety

Take responsibility for vehicle maintenance and appearance, including (but not limited to):

- Weekly cleaning of the bus, both inside and out
- Ensuring signs inside the bus are properly attached and in good condition.
- Regular visual inspection/checking of tyres, lights, oil, water and fuel

- The Minibus Driver must comply with all health and safety procedures as required by the School and relevant to the role
- A minimum level of safeguarding children training must be completed to a satisfactory level prior to appointment, to include Safeguarding Children (Level 2) and Prevent Duty Training
- Confirmation of a clean driving history will be verified prior to appointment and checked annually during employment

05 SKILLS & EXPERIENCE

- ✓ Hold a full, clean D1 driving licence (or equivalent)
- ✓ Have good local knowledge of the area for driving purposes
- ✓ Ability to be flexible in your availability
- ✓ A reliable, punctual and professional manner



06 CANDIDATE BENEFITS

The successful candidate will be eligible for the following benefits upon commencement of employment:

- ✓ Regular relief hours with potential progression to permanent employment
- ✓ A supportive working environment
- ✓ Beautiful school grounds and a committed, talented staff body

TERMS AND CONDITIONS

The starting salary for this role will be competitive and commensurate with the successful candidate's qualifications and experience.

Please note that Langley School reserves the right to interview and appoint candidates prior to the closing date of the application process.

PRE-EMPLOYMENT CHECKS

All offers of employment are conditional and appointments are subject to the receipt of two satisfactory references, in addition to child protection screening, including checks with previous employers and the Disclosure and Barring Service.

05 HOW TO APPLY

Please note that all information within your application will be treated confidentially. In line with GDPR, we ask that you do not send us any information that can identify children or any of your Sensitive Personal Data.

Applications should be received no later than midday on:

Thursday 7th May 2026

Shortlist interviews shall take place:

w/c 11th May 2026

To apply for this position, please complete the online application process; CVs will not be accepted as a substitution but may be submitted in addition to the application form in order to supply additional background information.

For any further information please contact:

T: 01508 520210

E: HR@langleschool.co.uk



A dark teal background featuring a stylized silhouette of a castle. The castle has two main towers on the left and right sides, each with a crenellated top. In the center, there is a larger structure with a crenellated top and four vertical pillars supporting a horizontal beam. At the bottom center, there is a semi-circular archway containing a smaller structure with a crenellated top and a horizontal beam. The entire silhouette is rendered in a lighter shade of teal.

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