

THORPE HALL

SCHOOL

Vacancy: Minibus Driver

Application deadline:	1st June 2026
Interview Date	As soon as possible after the application deadline
Start date	September 2026 (or earlier by agreement)
Hours of Work	30 hours per week during the term-time Monday to Friday
Term	Permanent
Salary	£16,436 (actual)

OVERALL RESPONSIBILITY OF THE JOB

We wish to appoint a Minibus Driver to safely transport children to and from School, collecting and dropping off at various points on a given route between Hockley, Rayleigh and Thorpe Bay. You will need to be available Monday to Friday during the school term time to work in the morning and in the afternoon. Flexibility to undertake additional, ad hoc driving work during the School day for fixtures, trips and other purposes is an advantage.

SPECIFIC DUTIES

- Morning – collect the minibus from School and drive a pre-determined route to pick up pupils in time for the start of the school day.
- Afternoon – collect the minibus from School and drive the same pre-determined route to drop off pupils after school ends
- Complete daily minibus checks and complete routine paperwork.
- Ensure that pupils are accounted for
- Liaise with parents as required
- Wash and clean the minibus on a weekly basis and carry out minor maintenance tasks as required

The successful candidates will be expected to drive the minibus in a responsible and competent manner, ensuring the safety of the passengers, other road users, members of the public and yourself at all times. They will have at least two year's driving experience and a clean driving licence, with D1 on the licence. They will be required to attend a MIDAS training course, funded by the School.

Alongside driving a minibus, the successful candidate will undertake other duties such as vehicle checks and refuelling, as well offering first aid to students with minor injuries in line with school policy.

This is a permanent contract for 30 hours per week and includes 5.6 weeks holiday pay. The contract is for 30 hours per week, 41.6 weeks per year (term time only) with a salary of £16,436 per year paid in 12 monthly instalments, plus any overtime on an ad hoc basis. The opportunity to work on School trips and fixtures may arise and payment for these will be submitted via a timesheet.

GENERAL REQUIREMENTS

- All staff are responsible for promoting and safeguarding the welfare of students at Thorpe Hall School by ensuring compliance with the School's Safeguarding & Child Protection Policy at all times. It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead.

- All employees are expected to show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.
- Support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community.
- To ensure compliance of GDPR at all times.

HOW TO APPLY

- Please complete the online application form via **My New Term** we will not accept standalone CVs. The application form must be fully completed with a full career history going back to full-time education. Any gaps in employment must be clearly stated.

Interviews will be held on a rolling basis. We reserve the right to interview and appoint earlier than the stated closing date should there be a good response to the advert.

Thorpe Hall School is committed to the safeguarding of children and successful candidates will be required to undertake pre-employment checks which include References, Health, Right to Work in UK, Enhanced DBS, online search and a Declaration that they are not a disqualified person under the Childcare (Disqualification) Regulations 2018.