

TENBURYHIGH

ORMISTON ACADEMY



A role at Tenbury High Ormiston Academy offers a future working with extraordinary children within an exceptional team.

JOB TITLE: Part-time Minibus Driver

START DATE: September 2026

SALARY: 13.5 hours per week (over 5 days) - term time only
Grade 2 scp 4-5 - £13.05/hour
Fixed Term Contract for one year



Tenbury High Ormiston Academy, Oldwood Road, Tenbury Wells, WR15 8EJ

www.tenburyhighormistonacademy.co.uk

T: 01584 810304



Minibus Driver (part-time)

Tenbury High Ormiston Academy is a truly unique, small, rural 11-16 academy in the beautiful setting of North-West Worcestershire. It is part of Ormiston Academies Trust (OAT) which is one of the largest not-for-profit multi-academy trusts in England. OAT's mission is to become the Trust that makes the biggest difference, both inside and outside the classroom. This aligns with Tenbury High's vision of *High Achievement Outstanding Care*.

Our pupils at Tenbury High are happy, well behaved and proud of their school. The academy has a strong vein of moral purpose where the child is at the heart of all we do. We invest in our pupils and our staff to ensure all are supported to be the best they can be. In a very recent Ofsted inspection, inspectors described our pupils as confident, polite and pleasant. Inspectors recognised leaders were ambitious in all aspects of school improvement and have led and embedded significant and impressive change across all aspects of school life.

"Leaders and staff want the best for all their pupils and convey this through their positive interactions, both around the school and in lessons.. "(Ofsted 2024)

"Leaders, staff and pupils are all rightly proud of their school and of all the improvements that they have made together over the past few terms " (Ofsted 2024)

We are seeking to appoint reliable part-time Minibus Driver to join our successful and ambitious academy.

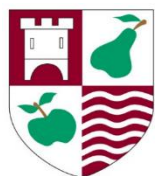
Tenbury High Ormiston Academy has many exceptional features and is a great place to work.

- Our pupils who are happy, well behaved, positive in outlook and genuinely proud of the academy;
- Staff and pupil relationships are excellent
- We have a stable and very committed, welcoming and hardworking staff
- Our staff teams work collaboratively and supportively to provide the best provision for our pupils
- We offer an innovative, effective and bespoke CPD model providing regular opportunities for professional development
- We have a highly supportive and engaged board of governors and an equally supportive local community and multi academy trust

We hope that you will apply if you:

- have a positive, caring and inclusive outlook
- can work well under pressure
- enjoy a challenge and making a difference to the life chances of all our pupils
- set high standards and inspire pupils and staff to meet them

Please visit the school website tenburyhighormistonacademy.co.uk to find out more about us.



TENBURYHIGH

ORMISTON ACADEMY

Oldwood Road, Tenbury Wells
Worcestershire WR15 8XA
Tel: 01584 810304
Email: admin@tenburyhigh.co.uk

Principal: Mrs V Dean
Vice Principal: Mrs D Wall
Assistant Principal: Mr A Wilks



A Specialist Science and
Mathematics College

July 2026

Dear Applicant

Casual Part-time Minibus Driver - £13.05/hour – 13.5 hours/week – term time only

Thank you very much for the interest that you have shown in the above post at Tenbury High Ormiston Academy.

We are a unique, small, rural 11-16 academy in the beautiful setting of North-West Worcestershire. Our pupils are happy, well behaved and proud of their school. The academy has a strong vein of moral purpose where the child is at the heart of all we do. We invest in our pupils and our staff to ensure all are supported to be the best they can be.

We are looking to appoint a reliable and friendly part-time Minibus Driver to start with in September 2026. The role will be over 5 days (morning and afternoon bus runs). The post sits within our support staff structure and will be line managed by our Minibus Coordinator and Office Manager.

There will be full training and handover provided as well as ongoing training opportunities as required.

I am grateful for the interest that you have shown and would urge you to apply for the post by completing and returning the application form. The closing date for applications is **Monday 10th August @ 12.00 noon** and interviews will take place the following week.

If you wish to discuss the role in more detail, please contact Christine Sheppard by email on csheppard@tenburyhigh.co.uk.

I do understand the effort required to submit an application and appreciate the time that you will take to do so.

Yours sincerely

Vicki Dean
Principal

Tenbury High Ormiston Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. This post is covered by the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 and you will be required to declare whether you have any criminal convictions. Tenbury High Ormiston Academy is an equal opportunities employer and welcomes applications from all sections of the community. All successful appointments will be subject to suitability checks in accordance with KCSIE, including identity, Right to Work, qualifications, online searches, Prohibition check, two references and enhanced DBS check including Children's Barred List.

Job Description: Part-time Minibus Driver

Purpose of Job	To drive Tenbury High Ormiston Academy vehicles in a responsible and competent manner.
Location	Vehicle based at Tenbury High Ormiston Academy, Oldwood Road, Tenbury Wells, Worcestershire WR15 8XA
Reporting to:	Transport Coordinator/Office Manager
Length of contract	The post is fixed term for one year.
Hours of work	Part-time, term-time only (13.5 hours per week – morning and afternoon school runs over 5 days). There may also be opportunities for overtime.
Duties and responsibilities	• Driving a Tenbury High Ormiston Academy minibus. • Responsible for the health and safety, comfort and welfare of pupils and staff. • Carrying out daily and weekly vehicle checks, and to carry out basic maintenance. • Reporting any vehicle defects, faults, incidents and accidents • Ensuring the vehicle is in a clean and roadworthy condition before and after use. • Refuelling vehicles as required. • Covering for absent colleagues. • Maintaining company image; working attire should be worn at all times and kept in a clean and tidy condition. • Working within health and safety guidelines and other guidelines that may be issued from time-to-time • Working within the constraints and guidelines as set out in the Minibus Drivers' Operating Instructions. • Undertaking any associated duties as required by the line manager.
Training	• Attending relevant training courses as identified and agreed.

Person Specification:

Essential	• Clean driving licence • Experience of driving a large vehicle • Pleasant, patient and helpful personality. • An ability to communicate with a range of people • Ability to work on own initiative and as part of a team. • Reliable and trustworthy. • Flexible approach to working arrangements. • Sensitivity to user needs. • Will be required to take a County Council "Permit to Drive" test (arranged by the school) • Willing to undertake training as appropriate.
Experience, Skills and Knowledge	
Essential	• Hold a current, clean and valid driving licence D1 unrestricted or a PCV licence or D1 restricted (car licence obtained prior to 01/01/1997). • Age 25+ (for insurance purposes). • Ability to maintain accurate vehicle and user records. • Competent to undertake daily and weekly vehicle checks and carry out basic maintenance.
Desirable	• PCV licence holder.