Beechwood Park

Our future *starts here*

Job Description

Minibus Driver / Chaperone

A warm welcome to Beechwood Park School

I am delighted that you are considering the role of Minibus Driver / Chaperone here at Beechwood Park School, joining our team of happy, dedicated staff.

We are an award-winning, co-educational preparatory school for children aged 3-13, set in 60 acres of idyllic parkland and woodland in the beautiful Hertfordshire countryside. We are located on the outskirts of the village of Markyate, six miles west of Harpenden, close to the border with Bedfordshire.

In January 2026 we announced the joining together of Beechwood Park School and St Albans School, uniting two schools with a shared ethos, a strong sense of community, and a long history of partnership. By joining together, we strengthened both schools and enhanced the opportunity for a continuous, high-quality education from ages 3 to 18, for families who choose it.

Our mission is simple: to help every child become the best version of themselves, and we recruit extraordinary people to help us to achieve this.

You would be joining a school that was awarded a significant strength at its most recent ISI Inspection, alongside a fully compliant and clean bill of health. Our highly experienced and friendly team of staff, excellent facilities, resources and opportunities make Beechwood Park an extremely exciting place to work.

Please read on for more details about the role, we look forward to seeing you soon.
Your recruitment journey starts here. Our future starts here.

Best wishes,

Christian Pritchard

Headmaster

Job Description

Position: Minibus Driver / Chaperone
Report to: Transport Manager
Contract Type: Permanent, Part-time
Salary: £13 per hour, £6,435 per annum
Working Hours: Monday - Friday 16:30 - 19:00 term time only

The Role:

Reporting to the Transport Manager, our team of Drivers and Chaperones provide an essential service for our school pupils who come from further afield, ensuring their safe and on-time arrival at school each morning and taking them home again at the end of the school day. We have our own small fleet of 17-seater mini-buses and our Transport Team provide a safe, friendly, chaperoned journey to school, ensuring the safety and wellbeing of passengers at all times. This is a multi-skilled role which will include both driving and chaperoning duties, escorting pupils on their full journey from bus stop to classroom and home again.

Key Responsibilities:

- Transport Beechwood Park pupils to and from school in the mornings and afternoons, as a bus escort or minibus driver in accordance with the needs of the school.
- Work closely with other members of the Transport Team, in order to ensure the welfare of the pupils who are your passengers.
- Report any Child Protection concerns to the Designated Safeguarding Lead.
- Complete daily pupil registers.
- Use any appropriate technology for bus or pupil tracking as required, including use of our on-line information system to identify any medical or pupil health data.
- Help to maintain a clean and mechanically-sound bus at all times.
- Undertake bus cleaning duties as required.
- Perform inspections of the bus before and after each route.
- Ensure weekly vehicle check lists are completed.
- Ensure any incidents involving the buses are recorded as required.
- Obey all traffic laws.
- Monitor and maintain high standards of behaviour on the bus, in accordance with the BWPS Pupil Conduct Policy and BWPS Anti-Bullying Policy, reporting any concerns to the Transport Manager / Senior Deputy Head. Enforce the rule that pupils must not eat or drink whilst travelling on the bus. Ensure that the noise level on the bus is low and doesn't distract the driver.
- Ensure pupils wear their seatbelts at all times.
- Ensure that an appropriate adult meets the pupils at their home drop off point. If an appropriate adult is not at the drop off point, contact the adult via the school mobile phone.

Job Description

Key Responsibilities (continued):

- Help pupils on and off the bus and escort younger pupils to their classrooms/playgrounds/Breakfast Club on arrival at Beechwood Park School.
- Ensure that all pupils booked onto the bus are present.
- Contact parents if the bus is running late.
- Any other tasks reasonably required by the Head or anyone acting on his/her behalf.

Extra-Curricular / Pastoral

- Ensure pupils keep themselves safe in accordance with the School's Safeguarding and Child Protection Policy, liaising with colleagues regarding the welfare and education of the children.
- Share in the pastoral responsibility for all pupils.
- Promote excellent standards of pupil discipline, tidiness and punctuality at all times and in accordance with the School's Pupil Conduct Policy.

Other

- Promote and safeguard the welfare of all members of the school community by understanding and following the School's Health and Safety, Fire, Safeguarding and Child Protection policies and procedures.
- Actively support the values of the school at all times.
- Take responsibility for professional development, participating in staff training including INSET days where required, and the school's CPD and professional development procedures.
- Promote the good name and reputation of the school.

Education/Qualifications

The successful candidate will possess GCSE qualifications or equivalent and should be qualified to A-Level or beyond preferably with relevance to the post.

Skills and Experience:

- Full, clean UK driving licence and ideally category D1 to enable the position holder to drive a 17-seat minibus (Full training is available and a driver assessment will be required).
- The ability to work in a way which promotes the safety and well-being of children.
- Excellent communication skills.
- A commitment to ensuring that all children are driven in a safe and appropriate manner.
- The ability to work as part of a close-knit team.
- High standard of personal presentation.
- Flexible and proactive attitude to work.

If you have any questions or queries please email ldaniels@beechwoodpark.com

A little about us

Beechwood Park School is an incredibly special place to work and learn. Set in impressive grounds, the gardens of which were originally designed by Capability Brown, our main school building is a stunning Georgian Manor House. The school was founded in 1964, and has expanded over the years with the addition of Pre-Prep and Middle School buildings. In 2005 Beechwood Park extended its provision to include an off-site nursery, then opened our purpose built Woodlands Nursery on site in 2015.

The school site incorporates 11 sports pitches, a wonderful Forest School with an outdoor classroom, an indoor swimming pool, recording studio, music technology suite, DT workshop and Art rooms including a pottery cellar. As a school we continue to evolve and develop our offering, aiming to develop '21st century learners and principled citizens with a caring sense of adventure'.

We foster a nurturing environment where children are happy, caring, confident learners, excited about their future. 'Our Future Starts Here' isn't just a slogan; it's our guiding principle, reflecting our dedication to lifelong learning, personal growth and success.

What we can offer the successful candidate:

- A superb campus and a delightful, caring school environment in which to work.
- Supportive and considerate pupils that are keen to learn and make the very best progress.
- Dedicated and supportive governors, staff and parents.
- Ongoing professional development, with strong career progression opportunities.
- A leadership team that will provide you with help, training, support and assistance.

A remuneration package including:

- A salary of £13 per hour, £6,435 per annum.
- 6% employer pension contribution.
- Lunch in the school dining room during term time, and staff room refreshments.
- Use of sports facilities including our indoor swimming pool.
- Staff discount on a selection of children's holiday clubs.
- Free on-site parking.

The Recruitment Process

Beechwood Park School's purpose is to provide an exceptional education, giving every child the best possible opportunity to lead a happy, successful and productive life.

The School recruits and retains the highest calibre teaching and non-teaching staff to promote the Beechwood Park Purpose, Vision and Mission across all aspects of its educational provision. Health and Safety, Safer Staff Recruitment, Child Protection, and the School Values stand as the four cornerstones of pupil and staff welfare.

The School requires all of its applicants for employment to complete an online application form that is structured in such a way that it is compliant with KSCIE requirements.

Applicants will be asked to produce original documentation of certificates and qualifications, and identity verification including evidence of the candidate's right to work in the UK. The School will undertake an enhanced DBS clearance check for the successful candidate. Beechwood Park School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Beechwood Park is an equal opportunities employer: we aim to recruit and appoint the best person for each job, and for our staff to reflect the diversity of our local community. We welcome and encourage applications from people of all ages, genders, religions and sexual orientation, those from Black, Asian and other minority ethnic backgrounds, and those with disabilities.

Please let us know if you require any adjustments to enable you to apply or to attend an interview. If you would like to discuss your requirements, or have any concerns about the application process, please email our Head of People:
recruitment@beechwoodpark.com

We hope that the job description is exciting to you and that you would like to learn more. The list of responsibilities in the job description is for guidance only, is not exhaustive and should not be considered a complete statement of duties. The job holder may be required to undertake any other reasonable task as requested by the Chief Operating Officer or the Headmaster. Furthermore, in order for Beechwood Park to remain at the forefront of best practice, new responsibilities may be added in future following discussion with the job holder.

To apply for the role:

- Applications must be submitted via the school's careers page at MyNewTerm and should include a supporting statement to detail your suitability for the position as you would in a letter of application.
- If you have any questions or queries regarding any aspect of the recruitment process or the position itself – please do not hesitate to contact Lisa Daniels via ldaniels@beechwoodpark.com
- Applications must be received by Sunday 22nd March at 9pm.
- Visits to the school, by appointment, are welcome.

Beechwood Park

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