



QUEEN ANNE'S
CAVERSHAM

Minibus Driver part time
Term Time



The Role

Post Title: School Minibus Driver

Reporting to: PA to the Director of Finance and Operations

Job Description

Role Profile

The School is looking for an organised and friendly minibus driver to provide pick-up and drop-off services at the start and end of the School day.

In particular, the candidate will need to support the School's transport provision during term time (34 weeks) by picking up students to arrive for the start of school (8.10 am) each morning and returning them after school (from 6.15 pm Monday, Tuesday and Thursday and from 4.15 pm Wednesdays and Fridays. Routes take around one hour in each direction.

Working hours

24/12 hours per week. The role is on a term time basis of 34 weeks, with 4.1 weeks paid holiday.

Job share considered.



Person Specification

Essential requirements

- Driving License with no endorsements
- Excellent time keeping skills and punctuality
- Calm under pressure
- Conscientious, well organised and reliable
- Friendly and manner and enthusiastic approach

Useful experience and training

- Valid Minibus Driver Awareness Scheme (MIDAS) training
- Flexibility in working hours to meet the needs of the School
- Experience of education environment
- First Aid qualification

This job description is designed to outline the role but cannot be a comprehensive definition of the post. This allows for some flexibility. The job description will be reviewed as part of the appraisal cycle, and it may be subject to modification or amendment at any time after consultation with the post holder.



Outline Pay and Conditions

Pay will be at a rate of £14.00 per hour

Staff benefits include a pension scheme, school fee reduction, where appropriate, and excellent training and Inset opportunities. CPD is actively encouraged for all staff.

The school has a free car park and an on-site café.

Members of staff have the opportunity to use the school sport and leisure facilities which include a fully updated gym, newly refurbished swimming pool and resurfaced floodlit tennis courts. Staff can enjoy a wide range of professional concerts, lectures and symposiums delivered in-house by expert leaders in their fields.

Queen Anne's School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to satisfactory pre-employment checks in accordance with the relevant statutory guidance, including an enhanced DBS check, satisfactory references, proof of identity and qualifications. All employees are required to assist the School where necessary in applying UK Border Agency policy with regard to overseas students. These duties include giving information, when requested, to allow records to be kept on pupils' visas and attendance, as well as other matters.

The Application Process

Please complete the application form on [MyNewTerm](#)

After submitting your application, you will receive an email confirming its receipt.

Closing date for applications: Friday 3rd July 2026

