



Downe House



CANDIDATE INFORMATION PACK

MINIBUS DRIVERS
FLEXIBLE HOURS - BANK



Message from the Headmistress

Thank you for the interest you have shown in joining Downe House. I hope this information pack provides a clear overview of the position and of what it is like to work at our School. If you have any queries, please do get in touch - we are always happy to help. I would also recommend visiting our website, where you will find a wealth of information about us.

Downe House is a very special place, where we work together with a shared purpose: to support our pupils in reaching their full potential. There is a strong sense of community here, and every member of staff, whatever their role, plays an important part in our success.

We seek to recruit the very best staff at Downe House, and I could not be more proud of our dedicated team. Our expectations are high, but in return we offer a supportive and friendly working environment, generous benefits, extensive CPD opportunities, and the chance to make a real difference.

I hope you will feel encouraged to apply, and we look forward to hearing from you.

With all good wishes

EMMA MCKENDRICK

About Downe House

Downe House is a leading UK independent day and boarding school for girls aged 11 – 18. Downe has long enjoyed a reputation for delivering a world-class education, focused on outstanding academic and extracurricular provision, and pastoral excellence.

Downe House was founded in 1907 by Olive Willis, who held a strong belief that a school should meet the needs of young women by prizing the individual and creating a strong community. With over 550 pupils, today's Downe House lives out the message that "each individual matters", alongside its Christian foundation and core values of kindness and respect for others. A Downe education sets out to inspire our pupils to succeed – and to prepare them to become inspiring role models as citizens of a global community.

Our immersive education gives girls both the freedom and support to develop their talents and interests. Inspirational teaching, enriching co-curricular opportunities and personalised curricula bring out the best in each girl, with holistic pastoral support. The lifelong friendships formed here create an unrivalled network of talented alumnae helping each other succeed beyond Downe House.

The School has an established reputation for academic excellence as well as outstanding pastoral care. We offer a flexible approach to suit the individual needs of our families, and girls have the choice of joining us as full boarders, flexi boarders or day pupils. Many of the girls are boarders, and they live in one of the ten on-site boarding houses. The emphasis is very much on creating a 'home from home' environment, and each house is staffed by a committed and caring team – some of whom are residential. Our ethos is to put families at the heart of our education, from creating the right balance between family time, to working in partnership with parents to ensure every girl gets the most out of school life.

Our international focus reflects our commitment and ambition to share our education management expertise on a global scale and to provide opportunities for staff and young people all over the world. Academic staff have the opportunity to participate in a global teacher exchange programme with our partner school in Australia. Selected pupils can also participate in our Global Schools Exchange or Global Internships programmes. We are committed to creating a diverse and global community within our founding School in Berkshire, alongside our international Schools in Oman and the Kingdom of Saudi Arabia.



Working for us

Downe House employs over 450 staff across a wide range of roles, including teachers, administrators, accountants, technicians, school nurses, housekeepers, matrons, and chefs. Working here means joining a welcoming, ambitious, and forward-thinking community where every member of staff is valued for the part they play in shaping the lives of our pupils. As a leading UK independent school with a proud heritage and a modern outlook, we strive to create an environment where students and staff alike can thrive. Colleagues describe Downe House as a place of genuine collaboration, where professional expertise is respected, and development is encouraged at every stage of your career.

Staff benefit from exceptional facilities, a beautiful campus, and strong investment in wellbeing and training. Whether your role is in teaching, pastoral care, administration, or support services, you will be supported by a highly professional team and offered many opportunities to get involved in all aspects of school life. Our culture is shaped by kindness, inclusivity, and a shared belief in the value of holistic education.

At Downe House, you will make a meaningful difference each day, enjoy a vibrant workplace, and contribute to an institution that strives for excellence while remaining grounded in community. We welcome talented, caring, and enthusiastic individuals who want to grow with us and help our pupils flourish.

Inspiring people



The position

BANK MINIBUS DRIVER - Mornings (and evening) shifts available

START DATE: Immediate

CONTRACT: Bank Agreement

SALARY: £16.19 per hour

Availability for ad hoc shifts as a minimum, on any day Monday - Saturday. Hours may vary depending on route.
Morning shifts 6.00am-8.00am
Evening shifts 5.30pm-9.00pm
Term time only - 34 weeks per year
Additional hours may be available on an ad hoc basis.

JOB PURPOSE AND OVERVIEW

The Minibus Driver will play an important role in making sure pupils travel safely and that the transport service to and from School runs smoothly. The minibus must be driven in a responsible and calm manner, ensuring the safety of pupils, other road users, members of the public and yourself at all times.

MAIN DUTIES AND RESPONSIBILITIES

- Pick up the school minibus on time for the route and ensure that pupils are collected from the correct pick up and drop off points as per the agreed timetable.
- Accurately record passenger register against a prepared list.
- Carry out driver's daily vehicle checks, basic maintenance and ensure the bus is clean and tidy before and after each journey.
- Report any vehicle faults promptly.
- Become familiar with routes, traffic patterns and any local diversions.
- Always drive the minibus in a safe and responsible manner, complying with laws and School policy.
- Be responsible for the safety, comfort and welfare of pupils during the journey.
- Be aware of pupil behaviour on the minibus to check that it is appropriate and safe, deal with issues that arise during the journey, and report issues to the Transport Co-Ordinator.

PERSON SPECIFICATION

ESSENTIAL

- Full and valid driving license and a minimum of 2 years driving experience.
- Must be aged between 25 and 75 years for insurance purposes.
- Punctual and reliable.
- A polite, patient and helpful manner.
- Enjoys interacting with pupils of different ages.
- To be committed to safeguarding and promoting the welfare of pupils, and to always comply with the School's Safeguarding Policy.
- Good knowledge of the UK Highway Code
- The ability to carry out basic vehicle checks.

DESIRABLE

- D1 category license (training can be provided).
- Previous experience of driving a mini bus.
- Previous experience of working in a school or with children.
- First Aid trained.
- Have a valid Enhanced DBS



Employee benefits



ANNUAL LEAVE

25 days + Christmas shutdown + Bank Holidays



BEREAVEMENT SUPPORT

practical, probate & emotional support



COMMUNITY & SOCIAL

regular social events for staff & family



CPD

weekly opportunities for learning & development



EMPLOYEE ASSISTANCE

confidential advice & counselling service



EYE TEST

free eye test & contribution towards glasses for regular VDU users



FLU VACCINATIONS

annual on-site free vaccinations



FREE MEALS

daily nutritious & delicious meals



EMPLOYEE REFERRAL REWARD

£300 for successful referrals



FEE REMISSION

generous discounted fees



GROUP INCOME PROTECTION

75% salary



GYM

free access to on-site gym & discounts at local gyms



HEALTH & WELLBEING

a range of health benefits i.e. Virtual GP & Online Physiotherapy



LIFE INSURANCE

3 x salary



LINE MANAGER SUPPORT

in house workshops & Aspiring Middle Leaders programme



LOCATION

well connected, within easy reach of A34 & M4



PARKING

plenty of onsite parking



PENSION

generous employer contributory schemes



SWIMMING POOL

access to heated on-site swimming pool



TECH

Microsoft showcase school using leading technologies



WORKING ENVIRONMENT

beautiful semi-rural campus on 104 acre estate



CYCLE TO WORK SCHEME

savings on purchasing a bicycle & accessories for commuting purposes



“I benefitted hugely from the coaching and mentoring that was available to me. Whilst Downe prides itself on seeking the best possible route for each student, this is true of their approach to their staff as well.”

“Downe House is a very busy, vibrant and exciting place to be a part of. The expectations within my role are high, but I have felt very supported since I started, and there is a tangible culture of collaboration and kindness at the school.”

“I’m enjoying being part of such a supportive team and a community that empowers young women to succeed. Downe House’s reputation and beautiful setting make it a truly inspiring place to work.”



Inspiring girls

Downe House
Cold Ash, Thatcham
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www.downehouse.net



Downe
House

