

## **Part-Time, Term Time School Bus Driver (Permanent Contract)**

Whitgift is a leading independent day and boarding school for boys, with approximately 1500 pupils including over one hundred boarding pupils and flexi boarding pupils. It is set in an attractive 48-acre parkland site in South Croydon enjoying excellent links to London, Surrey and the south coast.

### **OUTLINE OF POST:**

We are seeking to appoint a term-time minibus driver to transport students between designated pick-up points and the School, on specified routes, and on school trips as agreed. You must be over 21 and have a minimum of two years of driving experience and be able to work from 6.00 am to 8.00 am and from 5.00 pm to 7.00 pm, Monday – Friday during term time only. Initially you may not be required for all these hours, but the commitment will probably increase, and additional hours may be available on occasion (by mutual agreement) on an hourly paid basis. Initial hours will be confirmed upon appointment.

We are looking for a responsible and reliable school bus driver to transport students to and from school following a scheduled route and to and from extracurricular events, whilst ensuring their safety. The school bus driver's responsibilities include ensuring proper vehicle maintenance, observing safety and traffic rules, and maintaining order amongst students while they are on the bus.

To be successful as a school bus driver you should enjoy working with children and strictly observe passenger transport regulations. Ultimately, a top-notch school bus driver should be meticulous when it comes to vehicle inspections and regard passenger safety as the highest priority.

### **MAIN DUTIES AND RESPONSIBILITIES:**

- Transport children and other passengers to and from school and on school trips.
- Attentive to traffic and weather conditions and ensuring passenger safety.
- Obey all traffic laws to ensure students arrive to their destination safely.
- Follow the planned route and schedule for departure times and stops.
- Inspect the vehicle for safety and any damage before and after every journey.
- Always maintain a clean and mechanically sound bus.
- Ensure the safety of all students when entering and leaving the bus.
- Enforcing conduct and safety rules on the bus.
- Assist students with getting on and off the bus as needed.
- Engage with students as they enter and leave the bus.
- Ensure the correct operation of the Bus Tracker system to ensure that all passengers book on and that the system is correctly providing the bus tracker service. Training on Bus Tracker will be provided.
- Monitoring and reporting fuel consumption, mileage, and passenger numbers.

- Reporting delays, accidents, and emergencies.
- Responding to emergency and non-emergency situations.
- Assisting with the loading and unloading of the bus when required.

## **PERSONAL RESPONSIBILITIES**

To carry out the duties and responsibilities of the post, in accordance with the School's Health and Safety Policy and relevant Health and Safety Legislation.

The John Whitgift Foundation is committed to safeguarding and promoting the welfare of young and elderly people in their care and expects all staff to share this commitment.

To comply with the Whitgift Equal Opportunities policy and to ensure positive relationships are upheld within the school community, through effective communication, in line with professional norms.

## **PERFORMANCE STANDARDS**

To ensure that all services within the areas of responsibility are provided in accordance with the School's commitment to high quality service provision.

This job description will usually be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

## **PERSON SPECIFICATION:**

### **Essential**

- Commercial Driver's License (PCV licence category D1)
- Over 21
- Minimum of two years' driving experience
- Ability to carry out assigned route on time
- Patient and attentive and have excellent decision-making skills to make fast decisions in a high-stress environment

### **Desirable**

- Proven work experience as a School Bus Driver or similar role
- Two or more years of experience working with children
- Clean driving record with no at-fault accidents or traffic citations within the last five years
- UK Driving Licence
- Driver Certificate of Professional Competence (CPC)
- Knowledge of basic vehicle checks and maintenance

## **FURTHER INFORMATION**

All our staff benefit from a competitive remuneration package, including:

- A Pension Scheme (with Life Assurance cover)
- Free access to an Employee discount Club
- Discounted school fees for the Foundation Schools (permanent posts only)
- Access to our onsite gym (available at select hours) and our swimming pool (when available, access is extended to staff)
- Membership with BUPA
- Onsite parking, when available
- 25 days holiday to be taken during school closure periods
- Lunch is available onsite during term time

## **CONDITIONS OF SERVICE**

This position is offered as a permanent, term-time, part-time contract.

The School minibus Driver will work 5 days per week. The standard hours are 6am to 8am and 5pm to 7pm (20 hours per week). There will be an occasional requirement for flexibility with start and finishing times to meet the needs of the school. Any changes will be mutually agreed in advance with your line manager. At the outset you may not be required for all these hours, but the commitment will probably increase, and initial hours will be confirmed upon appointment.

Additional hours may be available on occasion (by mutual agreement) on an hourly paid basis.

The salary range for this post will be £15 - £16 gross pay per hour dependent on qualifications and experience.

## **APPLICATION INFORMATION**

We welcome applications from all parts of our community as we aspire to attract staff that match the social and cultural diversity of our student intake.

To apply, please visit [www.whitgift.co.uk/vacancies](http://www.whitgift.co.uk/vacancies). For any queries, please telephone 020 8688 9222 or e-mail the Human Resources Department at [SchoolHR@whitgift.co.uk](mailto:SchoolHR@whitgift.co.uk).

We invite interested candidates to apply as soon as possible as applications will be reviewed on a daily basis, and interviews may take place at any time. This vacancy may close earlier than the stated deadline if sufficient applications are received, so early submission is encouraged.

In line with Home Office requirements under the Immigration, Asylum and Nationality Act 2006, all successful applicants will be required to demonstrate their right to work in the UK by presenting original documents evidencing their identity and eligibility to work in person. Right to work checks may also be completed using the Home Office online right to work checking service (share code).

The School also requires sight of original qualification and professional membership documents as detailed in the application.

***Whitgift School (part of the John Whitgift Foundation) is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment. Where applicable, applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure and Barring Service and online media checks. It is an offence to apply for a role at the school if you know that you are barred from regulated activity with children.***

***All roles within the school involve contact with children and are therefore classed as regulated activity. Child protection and safeguarding are the responsibility of everyone who works or volunteers in our school. All staff must be committed to providing a safe environment for children and supporting the school's safeguarding ethos.***

***The post is exempt from the Rehabilitation of Offenders Act 1974. Applicants are required to declare all convictions and cautions, even those that are "spent" unless they are "protected" under the DBS filtering rules, to assess suitability to work with children. Shortlisted candidates will be asked to disclose information relevant to safeguarding prior to interview.***

June 2026