

**Empowering futures:
for a better tomorrow**



Join our team at Ivy Education Trust

Afterschool club minibus driver

£13.05 per hour, plus holiday pay

5 hour per week, 3:15pm – 4:15pm Monday- Fridays for 39 weeks per year.

Working across our schools in Kenton, Cockwood and Starcross Primary Schools

Fixed-term contract until 31st Aug 2026





Welcome

Everything we do across our Trust is focussed on our mission to deliver a high-quality and inclusive education for our pupils.

We work across our schools to develop, deliver, and operate services that are fit for purpose, deliver value and enable us to maximise our impact for our pupils and the communities we serve both now and in the future.

Working with us, you will have the opportunity to make a real difference.

Please take some time to learn a bit more about us, the communities we service, and what makes us, us, our values.

We feel it is an exciting time to join us as we grow our service and learn together across our community of schools.

The role: Afterschool club minibus driver

Do you enjoy helping children get safely to their after-school activities? Are you someone who thrives in a friendly, supportive environment where every child is treated with care and respect?

About the role

We are seeking to appoint a reliable and professional Minibus Driver to provide safe and efficient transport for students from our Kenton and Cockwood Primary School to our afterschool club provision in Starcross. The successful candidate will play an important role in supporting the daily life of the School, ensuring the safety, wellbeing and positive experience of students.

We're looking for someone who:

Must have a full clean driving licence with entitlement to drive a minibus (D1 category on the driving licence).

Has the ability to build positive relationships with children and adults.

Is friendly, caring, approachable and patient.

Understands the importance of promoting and safeguarding the welfare of children.

Can be a calm and supportive presence.

Enjoys being around children and is committed to safeguarding

Brings a positive attitude and a genuine love of school life.

In this role you will:

Safely operate the school minibus on designated route to transport pupils from their school to the afterschool club.

Carry out appropriate vehicle safety checks before and after each journey, reporting any defects promptly.

Ensure pupils embark and disembark safely, following safeguarding and supervision procedures at all times.

Always drive safely and responsibly, in accordance with road traffic legislation and School policies, including Health & Safety guidelines for Minibus Drivers.

Support pupils to follow behaviour expectations during transit, promoting a calm and respectful environment.

We offer

A role where your work really matters – make a meaningful impact on children’s wellbeing every day

A rewarding role in a positive environment

Competitive package with generous career average pension scheme with employer contributions of c17%

A part-time, term time only contract working 39 weeks per year

Ongoing professional development

How to apply

If you’d love to help create a calm and caring atmosphere where children thrive – we’d love to hear from you.

Please do take the opportunity to learn more about the role by viewing the detailed job description included on the following pages. To apply please complete our application form and take the opportunity to share with us how your skills and experience meet the person specification in the job description.

To learn more about our schools please view [our schools](#)

The closing date for applications is **Monday 30th March at 9am**, Interviews will be arranged once applications have been reviewed.

If you have any questions about this opportunity, please contact us via your account on my new term or at recruitment@ivyeducationtrust.co.uk

Job description

Post title: Minibus Driver

School: Kenton, Cockwood and Starcross Primary Schools

Hours: 5 hours per week, 3:15pm – 4:15pm Monday- Fridays for 39 weeks per year.
(The minibus driver will need to pick up at Kenton (3.20 pm depart), drive to Cockwood to collect children (3.35 pm approx) and then drive to Starcross (approx. 3.45 pm) to drop all children off at afterschool club, then return the bus to Kenton)

Salary grade: Scale 2, point 4 to 5, (£25,185 to £25,583pa. Full-time equivalent) actual starting salary £585.52 pa.

Contract type: Fixed Term until 31 August 2026

Responsible to: Headteacher

Key purpose of job:

To safely and responsibly drive Trust minibuses for the transportation of pupils between nominated schools and afterschool club, ensuring the highest standards of safety, compliance, and care for pupils across the Trust. The role requires a responsible, safety-focused individual who enjoys working with children and embodies the Trust's values of care, respect and professionalism.

Specific duties and responsibilities:

- Safely operate the school minibus on designated route to transport pupils from their school to the afterschool club.
- Carry out appropriate vehicle safety checks before and after each journey, reporting any defects promptly.
- Ensure pupils embark and disembark safely, following safeguarding and supervision procedures at all times.
- Maintain accurate records of mileage, routes, passenger attendance and any incidents.
- Keep the minibus clean, tidy and roadworthy, following trust procedures for fuelling, maintenance and inspections.
- Support pupils to follow behaviour expectations during transit, promoting a calm and respectful environment.
- Work collaboratively with school staff, parents and colleagues to ensure reliable communication around routes, delays or concerns.
- Comply with all relevant trust policies, including safeguarding, health & safety, and data protection.
- Attend mandatory training (e.g., safeguarding, KCSIE, prevent, etc).



Other duties

- To place the safeguarding of all children in the school as the highest priority.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the college’s safeguarding policies. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS with barred list check.
- To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and pupils at our schools.
- To maintain an understanding of and work within Trust and School policies, procedures and statutory regulations, including in respect of health and safety, equity and inclusion, GDPR and data protection, safe use of IT, safeguarding children and safer working practices.
- To conduct oneself in a manner befitting a member of staff working in education at all times, demonstrating the behaviours and standards of our code of conduct.
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

Person specification

Assessment criteria - evaluated from application form (A) and / or interview (I)		Essential	Desirable
Qualifications:			
Full clean driving licence with entitlement to drive a minibus (D1 category on the driving licence) (A/I)		✓	
First Aid qualification or willingness to undergo training (A)			✓
Experience of driving a minibus with thorough understanding of road safety and traffic laws (A/I)		✓	
Knowledge & Experience:			
Safe driving practices: a thorough understanding of road safety regulations and ability to demonstrate safe driving at all times (A/I)		✓	
Ability to carry out basic vehicle checks and report defects ensuring the vehicle remains in good working condition (A/I)		✓	
Good communication and customer service skills – demonstrating professionalism and courtesy when dealing with students, staff and other road users (A/I)		✓	
Understanding of safeguarding and child protection policies to ensure a safe and supportive environment (A/I)		✓	



Assessment criteria - evaluated from application form (A) and / or interview (I)		Essential	Desirable
Skills:			
Excellent communication skills and the ability to build positive relationships with pupils and parents.(A/I)		✓	
Basic vehicle maintenance skills (A/I)			✓
Ability to work to a fixed timetable with reliability, punctual and able to work independently (A/I)		✓	
A calm, patient, and friendly manner.(I)		✓	
Willingness to undergo an enhanced DBS check (required for the role). (I)		✓	

Our Trust



Our Schools

We support 8 schools/colleges, (5 primaries and 3 secondary schools) across Teignbridge in South Devon. Each of our schools has its own identity and character. Choice and variety in educational provision is important to us.

Connected not just by our geography, we work closely across our schools and with partners to share ideas, resources, best practice and learning. We are constantly working to improve and develop our provision.

- Cockwood Primary School**
- Kenn Church of England Primary School**
- Kenton Primary School**
- Starcross Primary School**
- Teignmouth Primary School**
- Dawlish College**
- Newton Abbot College**
- Teignmouth Community School**

Our vision and mission define our purpose.

Our vision: 'Empowering futures; for a better tomorrow'

Our vision describes what we would like to accomplish. It is future focussed, setting our long-term goal for both pupils and ourselves. We believe that through our work we can change lives. This inspires and motivates us to be better every day.

Our why:

Our mission describes why Ivy exists: 'To deliver an ambitious, high-quality, inclusive education'.

Our how:

Our values are what makes us, us. Whilst our schools have their own unique identities, our values are what we have in common, they guide us in how we approach our work and empower us to be successful.

Being Ivy. Our values:



Being Ivy. Through our behaviours we bring our values to life every day:

Courage

- Be bold
- Take changes
- Seize opportunities
- Take ownership

Compassion

- Listen to learn
- Be kind to self
- Be kind to others
- Take care of the world around you

Collaboration

- Stronger together
- Support others
- Many schools; one Trust
- #TeamIvy

Commitment

- Work hard
- Give it everything
- Be consistent
- Be accountable

If our values resonate with you, we would love to hear from you.

At Ivy Education Trust we are committed to safeguarding and promoting the welfare of children and young people and we expect all our staff and volunteers to share this commitment. All employees are expected to undergo an Enhanced Disclosure and Barring check and pre-employment checks.

Please note – our Trust operates a Smoke-Free Policy, and all staff and workers are prohibited from smoking in any of the Trust buildings, Trust sites including enclosed spaces within the curtilage of buildings, and Trust vehicles.

