

UPPINGHAM

Job Description

Job Title: Minibus Driver (Home to School)
Reports to: Transport Logistics Manager

Job context

Uppingham School was founded in 1584 and is one of the UK's leading co-educational independent boarding and day schools. Its 840 pupils, aged 11-18, are accommodated in 16 houses, taught by more than 20 academic departments, and are offered plentiful opportunities to participate in a diverse range of co-curricular activities including sport, music, and drama.

The academic faculties are supported by a number of business units responsible for marketing, admissions, business development, human resources, IT, finance, health and safety, operational services, and estates. The School employs around 550 full-time and part-time staff.

Uppingham is committed to Equality, Diversity and Inclusion and welcomes applications from anyone who feels they could fulfil the role.

Job Purpose

To provide safe, reliable, and professional Home to School transport for pupils and driver support as required by the School. The role requires flexibility, excellent communication, and a commitment to pupil welfare.

Your Duties

- Transport pupils to and from School, ensuring punctuality and safe arrival.
- Safely operate School minibuses in accordance with UK driving legislation and School policies.
- Transport pupils to and from a range of School activities, ensuring punctuality and safe arrival.
- Conduct daily vehicle checks before and after use, reporting defects promptly.
- Maintain high standards of cleanliness and basic vehicle care.
- Ensure seatbelts are worn, doors are secured, and pupil safety is always prioritised.

Qualifications, skills and experience, personal qualities required:

Qualifications:

- A Full UK Driving Licence. **Category D entitlement.**

Experience:

- Minibus Driving experience (desirable, not essential)
- Experience in an educational setting (desirable, not essential)
- Basic medical knowledge or first-aid training. (not essential)
- Experience working with children or within a school environment. (not essential)
- Previous experience in a transport or passenger-carrying role. (Not essential)

Skills:

- Confident and experienced driver with excellent road awareness.
- Reliable, punctual, and able to work flexibly at short notice.
- Strong communication skills and a professional, caring attitude.
- Ability to manage pupil behaviour in a calm, supportive manner.
- Willingness to undertake full training, including safeguarding and minibus assessments.

Additional Requirements:

- Must meet the School's Insurance criteria

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Personal qualities:

- Warm, welcoming, and approachable.
- Strong verbal communication skills.
- Socially confident and empathetic.

Key relationships

- Pupils.
- Parents.
- School Staff.
- Transport Logistic Manager and Administrator.
- Members of the Transport team.

Training

Full training will be provided, including MiDAS, safeguarding, pupil welfare, and basic medical and Allergen Training and procedures.

Terms and conditions

Working hours An average of 22.9 per week, 32 weeks per year termtime.
5:30am -7:45 (Mon – Sat)
5:45 pm – 7:30pm (Mon – Fri) plus
1 hours clean down (32 hours)

Salary £16,469 per annum

Probation period 6 months

Benefits

Holidays The annual holiday entitlement is all Uppingham School holidays, except for the four additional weeks out of term time you are required to work. Public holidays in term time are normal working days; a day off in lieu is given at another time.

Pension scheme Defined contribution scheme: employee contribution matched by School by factor of two, up to 10% maximum.

Benefits

- 50% contribution to premiums for the School's private health scheme
- Free Westfield Healthcare
- Free membership of dual-use Sports Centre (£25 annual joining fee)
- Free staff lunches in term-time
- School fee discount for children of Uppingham staff (pro-rated for part-time staff)
- Retail, gym, supermarket, cinema and restaurant discounts
- Cycle to work scheme
- Employee Assistance Programme
- Occupational Health Services
- Free annual flu jabs
- Recognised as a "Disability Confident" employer
- Recognised as a "Mindful" employer
- Favourable rates and terms with local nursery
- Complimentary staff ticket to selected School performances
- Discount at local coffee shop for Uppingham staff.

Safeguarding

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Safeguarding (Child Protection) Policy at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead or to the Headmaster.

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Note

This Role Definition is not an exhaustive list of what may be expected of you in the role. It may be amended by the School from time to time.