

A black and white photograph of three students in school uniforms walking outdoors. On the left, a boy in a suit and tie with a backpack. In the center, a boy in a suit and glasses. On the right, a girl in a blazer and plaid skirt. They are all smiling and looking towards the camera. The background shows trees and a building.

**JOB DESCRIPTION**

**MINIBUS DRIVER**

**Luckley**  
HOUSE SCHOOL



# WELCOME



Thank you for the interest you have shown in joining Luckley House School as a Minibus Driver.

Luckley House is a warm and welcoming boarding and day school. We are a community, small enough at 380 pupils for everyone to be seen, valued and counted but large enough to provide a wide variety of academic, sport and creative opportunities.

Our uniqueness lies in the combination of our size, Christian ethos and flexibility to meet the needs of individual pupils and their families. We provide a distinctly academic education that is tailored to the individual needs of each pupil. This is offered in the context of a broad curriculum which celebrates the arts and sports as much as academic achievement.

We are looking to recruit a friendly and enthusiastic Minibus Driver to join our

team of drivers providing a safe and efficient transport service for our pupils on one of the School's designated bus routes.

Drivers are also expected to assist in looking after the school minibuses, ensuring they are safe, clean and tidy at all times.

This is a key role as a representative and ambassador for the School. A full clean driving licence with category D1 and previous experience of driving a large vehicle is essential.

I am delighted that you are considering applying for this role and hope that you feel inspired to submit an application.

I look forward to hearing from you.

**Mrs Claire Gilding-Brant**  
**Head**



# ABOUT LUCKLEY HOUSE

Luckley House is a co-educational, independent day and boarding school for pupils aged from 11 to 18 years. Situated on the southern outskirts of Wokingham, Berkshire, Luckley House is set in 20 acres of landscaped lawns and majestic woodland. The School has a Christian ethos with a mission and values which flow from this.

The mission of the School is to provide an outstanding education for boys and girls characterised by academic excellence, a rich and diverse range of opportunities, aspiration and enthusiasm for life and generosity of spirit. The School has strong traditions in music, drama, art, debating, community outreach and sport, and there are many cocurricular activities open to pupils to help them develop their talents to reach the highest possible standards.

Luckley House was formed in 1959 through the merger of two girls' schools: Luckley School, founded in 1918 on the current site, and Oakfield House, established in the Lake District in 1895. The School adopted the name Luckley House School in 2013, and in 2015 began admitting boys for the first time. Over the past decade, student numbers have grown by over 75%, with boys now comprising half of the student body. Currently, the School is at its full capacity of 380 students and has been given for approval to expand to 420.

The School is committed to inclusivity, welcoming pupils from all faiths and backgrounds, which enriches the community and prepares students for the diversity of the modern world. Most students live within a 15-mile radius of the School, with many joining in Years 7, 9, and the Sixth Form from both independent and maintained schools. There are 40 boarding places available, with between 35 and 40 students boarding on weeknights, approximately half of whom are from abroad or are weekly boarders.

Luckley House offers a highly personalized academic experience, tailoring its education to the individual needs of each pupil.

The academic results at both GCSE and A Level consistently exceed national averages, and the majority of students secure places at their first-choice universities.





# THE ROLE

**JOB TITLE:** Minibus Driver

## **JOB PURPOSE:**

To provide a safe transport service for the School.

## **ACCOUNTABILITY:**

To the General Services Manager

**TO START:** September 2026

**TERMS:** Part time, permanent

## **HOURS:**

### **Morning Session**

Monday to Friday - Hours: 06:30 – 09:00

### **Afternoon Session**

Monday to Thursday - Hours: 16:00 – 19:00

Friday

Hours: 16:00 – 17:30

Total: 26 hours per week

**SALARY:** £12.73 per hour

**CLOSING DATE:** Friday 11 September 2026  
(noon)

(Early applications are advised as we reserve the right to interview and appoint before the closing date.)

## MAIN RESPONSIBILITIES

1. Operating a school minibus on one of the School's designated bus routes, collecting pupils from given pick-up points along the route and delivering them safely to school each school day morning and returning them safely in the evening.
2. Ensuring the minibus is kept clean and in good condition, including, but not restricted to weekly cleaning of the bus, both inside and out, refueling vehicle as required, ensuring signs inside the bus are properly attached and in good condition, regular visual inspection/ checking of tyres, lights, oil, water, flue, etc. and ensure additional work required is communicated immediately to the General Services Manager.
3. Adhering to all school policies including Health and Safety guidelines for minibus drivers.
4. Liaising directly with parents when necessary.
5. Covering other minibus drivers as required.
6. Undertaking any associated duties as required by the General Services Manager.

### **Essential requirements:**

- Hold a current, clean and valid driving licence D1 unrestricted or a PCV licence or D1 restricted (car licence obtained prior to 01.01.1997).
- Competent to undertake daily and weekly vehicle checks and carry out basic maintenance on the vehicle.

### **Experience, skills and knowledge:**

- Experience of driving a large vehicle.
- Pleasant, patient and helpful personality.
- Effective communicator.



# STAFF BENEFITS



## PLACE OF WORK

Luckley House School,  
Wokingham; a historic market  
town with vibrant centre and  
great transport links



## GYM

Free use of the School gym.



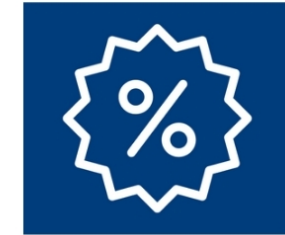
## EMPLOYEE ASSISTANCE PROGRAMME

Confidential independent  
support service for all staff.



## PARKING

Free on-site parking.



## FEE REMISSION

Fee concession of 25% for all  
staff (pro rata if part time).



## PENSION SCHEME

Contributory pension scheme  
through APTIS with generous  
employer's contribution



## DEATH IN SERVICE

If an employee dies while in  
service, a lump sum of four  
times their salary is paid.



## ELECTRIC CHARGING POINTS

These are located on-site in  
designated parking bays.



## STAFF SOCIALS

The School holds a Staff Social  
at the end of each term and all  
staff are invited to attend.



## WELLBEING

The School holds an annual  
well-being afternoon.



## HEALTH CENTRE

All staff can access the Health  
Centre for urgent medical  
issues.



## FLU VACCINE

All staff are entitled to one  
free flu vaccine every year.



## PROFESSIONAL DEVELOPMENT

The School has a dedicated  
training budget for all staff.



## HALF-TERM HERO

Staff can nominate a colleague  
for a prize draw at the end of  
each half-term



## MEALS & SNACKS

Free lunches and  
refreshments during term  
time.





## HOW TO APPLY

For further details please contact please contact HR on 0118 974 3207 or 0118 974 3223 or via email [Recruitment@luckleyhouseschool.org](mailto:Recruitment@luckleyhouseschool.org)

An application form is available on the School's website ([www.luckleyhouseschool.org](http://www.luckleyhouseschool.org))

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