



MINIBUS DRIVER

THE ATHELSTAN TRUST



SIR WILLIAM ROMNEY'S
T: 01666 502378
admin@swr.gloucs.sch.uk
www.swr.gloucs.sch.uk



A charitable company limited by guarantee, registered in England & Wales, as Athelstan Trust Company No: 7699625



Striving for Excellence Together

Welcome to the Athelstan Trust.

Our Multi-Academy Trust is an organisation in which children, staff and parents can feel part of a caring, collaborative and excellent community.

We are a Multi-Academy Trust of six secondary schools and four primary schools across Wiltshire, Gloucestershire and South Gloucestershire. We were excited to welcome two new primary schools in the last few months and from October 2025 another secondary school. This will further enrich our collaborative strengths.

Established in 2015, the Athelstan Trust aims to achieve the best for, and from, each child. We enable each child to realise their full academic, creative and physical potential and to develop positive social and moral values.

Believing that successful schools are rooted in their local community, we respect and value the individual nature and ethos of our schools while knowing we are more effective when we work together and support each other. Celebrating spiritual and creative diversity, success, and lifelong learning is important to us. We are inclusive and collaborative and promote a culture of openness and integrity.

We are absolutely committed to raising educational standards for all the children in our schools. We believe in developing the talents and skills of all our staff and students.

We seek applicants who share our vision and values.

We look forward to receiving your application.

Best wishes,

Matthew Evans

Chief Executive Officer

The Athelstan Trust

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Dear Candidate,

Thank you for taking an interest in the Minibus Driver role at Sir William Romney's School. I am immensely proud to be the Headteacher of this wonderful school as we embark on an exciting vision of becoming a beacon of excellence in Gloucestershire and beyond.

Our purpose of "Striving for Excellence Together" drives everything we do. We are ambitious for every member of our school community including both students and staff to achieve their excellence, which to us means fulfilling their potential and achieving more than they ever thought possible. We believe excellence comes from having a culture where students and staff feel safe, valued and have a sense of belonging. We encourage all to have the courage to take risks and embrace opportunities to grow their character. We are committed to ensuring students leave our school with the academic outcomes, knowledge, skills and confidence to access the best universities, apprenticeships and training opportunities.

We are a welcoming, caring and supportive working environment where staff enjoy their work, develop their pedagogical practice and feel pride in being a member of our school. We take the well-being of our staff seriously and ensure we have a behaviour policy that supports staff to run their classroom. We have a highly visible and supportive SLT, centralised detentions and whole class feedback policy. We invest in our staff's CPD and are currently developing an SWR lesson that is based on Rosenshine and Teach like a Champion principles.

We are proud to be a member of the Athelstan Trust since April 2020. The Athelstan Trust's core values of 'care, collaboration and excellence' are at the heart of our approach towards leadership and care for students and staff. The Athelstan Trust is committed to raising educational standards for all children in their schools and developing the talents and skills of all staff. By being member of the Athelstan Trust, the Sir William Romney's School has also benefitted in significant investment in our infrastructure and supported us in the process of bidding for a new 3G sports facility.

The successful candidate for this position will be joining us at an exciting time for Sir William Romney's School as we embark on our vision to be a beacon of excellence in Gloucestershire and beyond. You will play a part in forming, evolving and developing our strategy which includes improving the attainment and progress of all our students whilst narrowing the gap in achievement for our disadvantaged and SEND students.

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Sir William Romney's is committed to safeguarding and promoting the welfare of our young people and therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

Please read the relevant sections on our website, the job description and contact my Personal Assistant, Daisy Alban-Jones, if you would like to discuss the role further or visit our school. I would be delighted to either meet and/or discuss the position on the telephone. As a flexible working school, I am also happy to discuss flexible working opportunities with prospective candidates either before or after interview.

I look forward to hearing from you.

Will Ruscoe
Headteacher

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JOB DESCRIPTION

MINIBUS DRIVER

Salary:	NJC Point 4, £25,185 pro rata (actual salary £8,742 per annum)
Responsible for:	Minibus Transport & Basic Maintenance
Hours:	Monday to Friday, 3 hours per day, term-time plus inset days
Contract:	One-year fixed term from 1 st September 2026

KEY TASKS

- Transportation of students accompanied by another member of staff.
- Work collaboratively with the pastoral staff member during home visits to support the student and their family in identifying barriers and implementing strategies that promote improved attendance.
- Responsibility for daily and weekly checks on minibus e.g. oil level, fuel, water, tyre pressures etc.
- Regular cleaning of the minibus, inside of minibus and taking to car wash.
- Maintaining the minibus log i.e. mileage records, recording defects and users.
- Maintaining good relations with other contacts.
- Ensuring good discipline on the bus and that all Health & Safety regulations are met including the wearing of seatbelts and the storage of bags.
- Ensuring the maintenance schedule for the minibus is adhered to.
- Ensuring that the School Minibus Procedures are followed.
- Ensuring minibus conforms to statutory regulations.

SUPPORT TASKS

- General support as & when required
- Administration of basic first aid

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OTHER DUTIES

The postholder may be required to undertake training and perform duties other than those given in the job description. The duties and responsibilities attached to posts may vary from time to time. Such variations are a common occurrence and would not justify the re-evaluation of a post. Where a permanent and substantial change in the duties and responsibilities occurs, then the post would be eligible for re-evaluation.

All staff have a responsibility for their own health and safety and for that of others who may be affected by their acts or omissions. Staff are required to adhere to all health & safety regulations, guidance and procedures at all times.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS clearance will be required

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There is an expectation of collaboration and resource sharing with colleagues across the Trust.



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PERSON SPECIFICATION

MINIBUS DRIVER

This person specification should be used for guidance only and the willingness to undertake further training to fulfil the criteria may be sufficient. Other relevant experience will be considered.

QUALIFICATIONS

ESSENTIAL	DESIRABLE
Category D1 Licence, with no restrictions	Full PCV licence
First Aid qualification or willingness to undertake training	Motor vehicle servicing qualification
	Minibus Driver Awareness qualification

EXPERIENCE, KNOWLEDGE & UNDERSTANDING

ESSENTIAL	DESIRABLE
Knowledge of basic motor vehicle maintenance	2 years experience of driving & maintaining a minibus, coach or taxi
Eligible for enhanced DBS clearance	Experience of working with young people
Competent to undertake daily and weekly vehicle checks and carry out basic maintenance	Maintaining accurate vehicle and user records

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PERSONAL QUALITIES

ESSENTIAL	DESIRABLE
Reliable	
Ability to remain calm & liaise effectively	
Ability to be flexible and work using own initiative	
Positive attitude to children	
Ability to pass PCV standard medical	
Good communication & organisational skills	
Positive attitude towards personal development & training	

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