



**POCKLINGTON
SCHOOL**

Ages 2 to 18



Minibus Driver

Information Pack

October 2025





School Information

Pocklington School was founded by John Dolman in 1514 as part of a guild whose aims encompassed support for the poor and sick or the parish as well as the foundation of a school “for bringing up the youth in virtue and learning.”

The foundation was thus based on a commitment to the value of education and to the creation of opportunity for those who would take their place in a society which was finding itself increasingly in need of an expansion of education. Today there is, in the school, a similar commitment to quality of education and the upholding of high standards in all facets of life.

We value our Christian foundation: of course pupils and staff comprise individuals of different faiths and beliefs but there is a desire to aspire to Christian values.

The majority of students are day pupils but there are also boarding pupils across 4 boarding houses accommodating senior and junior boys and girls. The Senior School and the Prep School work closely together, with the facilities across the site available for all ages. The school is fortunate in having good playing fields and plenty of open space and gardens. There are excellent facilities, including a fine theatre, a sixth form centre, a superb library, an Art and Design Centre, a swimming pool and other sports facilities.

Set in extensive grounds on the edge of Pocklington, 12 miles east of York, we offer a unique working environment based within a historic market town, but close to major cities and heritage coastlines. The East Riding of Yorkshire is a wonderful place to work and live, with one of the local villages, Bishop Wilton having recently featured at number 5 on the Sunday Times' best secret villages to live in list.

Staff are supported by approachable and knowledgeable colleagues. You will be encouraged to undertake development opportunities and will find a friendly and welcoming working environment. We offer a community and family feel, not just a workplace,

Strategic Education Vision 2020-2026



The Pocklington Values of Courage, Truth and Trust, along with the nine Virtues which underpin them, are embedded in every aspect of Pocklington School life to sustain, inspire and galvanise the whole School community

ETHOS AND VALUES

A Pocklington Education is:

Academically challenging, supportive and individually personalised

Holistic, broad and full of opportunity

Family and community focussed

Grounded in our Values and Virtues

One that embeds personal and social responsibility

Designed to ensure pupils are adaptable and future-world ready

Inclusive and caring with a Christian ethos that welcomes all faiths and none

AIMS

We aim to:

Uphold our Pocklington Values and Virtues in all that we do

Broaden our pupils' horizons and raise their ambitions

Work closely with families in educating their children

Nurture innovation and adaptability and be proud of our tradition

Be a great place to live and work

Ensure our Foundation's long-term future

STRATEGIC OBJECTIVES

Our strategic objectives are to:

Foster and deliver teaching and learning of the highest quality

Retain and develop our first-class teaching and support staff

Further improve our outstanding

- sport, music, drama and wider co-curricular program
- boarding, pastoral care and provision for wellbeing

Optimise our pupil recruitment

Cultivate a culture of giving back and increase accessibility to the school

Be sustainable and efficient

Inspire, support and celebrate equity, diversity and inclusion

Extend and deepen our links with our local, national and international community

Continue to grow a technologically capable community



Aspiration Resilience Integrity Enquiry Creativity Reflection Collaboration Compassion Commitment

Employee Benefits

The following are on offer as part of your employment with the Foundation. For further information on anything detailed here, please speak to the Human Resources Team.

Foundation Benefits:

Generous Pension Scheme – We offer competitive employer contribution rates for all staff

Death in Service Benefit – 3 times salary or last 12 months salary for casual workers

Discounted School Tuition Fees for permanent staff - with the option to spread payments over 12 months

Discounted Gym Membership - Francis Scaife Leisure Centre (Pocklington)

Employee Assistance Programme – offering a health, wellbeing and counselling service for staff and their families

Smart Health – Unlimited access to 24/7 online GP as well as a range of other health & wellbeing experts. Available to you and your immediate family.

On-site Gym and Swimming Pool

Free Lunch in term time

Free Staff Room Refreshments – in term time

Enhanced Maternity and Adoption Pay - see the policies on the Extranet under Bursarial, HR & Payroll, Policies

Enhanced Sick Pay Arrangements – detailed within the Absences from Work Policy, also to be found on the Extranet

Annualised Pay where possible – allowing for easy home budgeting

Winter car lights & tyre testing – organised by the Transport Team each January

Internet and e-mail access at work (subject to appropriate use in accordance with the school policies)

Free parking

Free library services –including holiday book loans

HMRC:

Cycle to Work scheme - This scheme is offered on a salary sacrifice basis, allowing staff benefit from reduced tax and NI payments.



Job Information

Role Title: Minibus Driver

Overall Purpose: To collect and return pupils from home, or an agreed pick-up point to school on a morning and evening in one of the school's minibuses.

Responsible To: Transport Manager

Salary: £12.54 / hour (with holiday pay this equates to £14.36 / hour)

Job Advert:

Minibus Drivers

**1 x Morning shift 6:45am-8:45am and 2 x Afternoon shifts 4:45pm – 6:30pm
Monday to Friday - Term Time Only**

Pocklington School is a wonderful place to work. We are a supportive, kind and caring team who enjoy what we do and seek to support all those around us. We offer a pleasant working environment, defined contribution pension scheme, free onsite parking, use of our sporting facilities and access to health and wellbeing initiatives.

You'll be joining our small and friendly school transport team and will be responsible for collecting students from home or an agreed pick-up point and bringing them to school and taking them home at the end of the school day.

Along with significant driving experience, a D1 Licence and basic vehicle maintenance skills, you will be a patient, conscientious and caring person who will ensure that our students are transported to and from school safely.

We can offer flexibility with these shifts and/or the days worked — please indicate your preference in your application, or feel free to call to discuss this with us.

To find out more please contact Richard Bartle, Transport Manager on 01759 321200 or contact recruitment@pocklingtonschool.com

Please apply via My New Term <https://mynewterm.com/school/Pocklington-School/118132>

Closing Date: 9am 14th October 2025

At Pocklington School we strive to inspire, support & celebrate equity, diversity & inclusion, indeed this is so fundamental that it is one of our core strategic objectives. As such we are committed to promoting equality and diversity within our workforce. As part of our recruitment process, we actively encourage applications from individuals of all backgrounds, experiences, and identities, including but not limited to race, ethnicity, gender, sexual orientation, disability, and age. We recognise the value of diverse perspectives and believe that a diverse team enhances innovation, creativity, and success. We strive to create an inclusive environment where all employees feel valued, respected, and empowered to contribute their best.

Pocklington School Foundation is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful applicant will be required to undertake an enhanced disclosure via the DBS.

Job Description

POCKLINGTON SCHOOL FOUNDATION

MINIBUS DRIVER

Reporting To: Transport Manager

Minibus Drivers use the schools' own minibuses to transport students safely to and from school on a morning and/or evening route. Ensuring the safety of all passengers while maintaining a positive and professional demeanor. Opportunities for casual work to support the school's co-curricular and sporting programme. Assist in the smooth running of our transport operations.

Child Protection

The post holder is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and will adhere to and ensure compliance with the Foundation's Child Protection Policy Statement 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 they must report any concerns to the Designated Safeguarding Lead or to the Headmaster.

December 2024

Key responsibilities:

- Operate a school minibus in a safe and efficient manner
- Transport students to and from school, from Monday to Friday during term time.
- Conduct pre and post-trip vehicle inspections to ensure the minibus is in proper working order
- Follow assigned routes and schedules while adhering to all traffic laws and regulations
- Maintain order and discipline among passengers to ensure a safe and comfortable ride
- Communicate effectively with school staff, parents and students (where applicable), regarding transport related matters
- Report any incidents, delays or mechanical issues promptly to the Transport Manager
- Ensure the minibus is clean, fueled and ready for daily operation
- Carry out other casual work in support of educational visits, as required, both in term time and in the holidays.
- Flexible part time schedule, mornings and afternoons in term time

Key attributes:

- Punctual & dependable
- Patient and understanding, especially when dealing with children
- Safety conscious and detail oriented
- Excellent communication and problem-solving skills

Person specification – Minibus Driver

	Essential criteria	Desirable criteria	How measured
Experience	• Experience as a driver	• Minibus driving • Worked in a school environment	Application form, interview and driving assessment
Education and Training	• Valid driving licence (Group D1) with a clean record	• PSV licence holder or equivalent	Application form
Skills and knowledge	• Good knowledge of local roads and traffic regulations • Ability to maintain composure and focus in varying traffic conditions • Good communication skills • User vehicle maintenance skills	• Organisational skills	Application form and interview
Personal attributes	• Enthusiasm and Humour • Friendly and professional demeanour • Caring and open personality • Patience • Flexibility • Empathy with the principles, ethos, aims and aspirations of Pocklington School Foundation		Application form and interview

Child Protection: this post is subject to acceptable references and clearance from the Data Barring Service as part of the Foundation's commitment to providing a safe environment for our pupils.

Recruitment Timetable

Closing Date: 9am 13th October 2025

Expected Interview Date: TBA

Expected Start Date: ASAP

Please apply online using the mynewterm applicant tracking system <https://mynewterm.com>.

This can be accessed through <https://www.pocklingtonschool.com/work-with-us> where you can find out more about working at the Pocklington School Foundation.

Please ensure you read the following policies in the “related documents” section

- application process and safer recruitment guidance
- recruitment of ex-offenders policy statement
- policy regarding disclosure information
- GDPR privacy notice relating to the Recruitment Process

These policies are also available to view on the key recruitment policies page of our website along with our safeguarding children policy

<https://www.pocklingtonschool.com/work-with-us>

We can also send these to you as a hard copy if requested.

For further information please contact Abby Popely, HR & Recruitment Advisor:

PopelyA@pocklingtonschool.com 01759 322666

Thank you for your interest in working with us and we look forward to receiving your application.

