



St Mary's School

Gerrards Cross



Application Pack

Job Role: **Minibus Driver**

Start Date: **ASAP**

Closing Date: **9:00am Friday 13th November 2026**

Interview Date: **W/C Monday 16th November 2026**

Early applications are advised as the school reserves the right to appoint at any stage during the application process.



Welcome from Head

St Mary's is a truly special place to work — from the moment you step through our doors, you experience the warmth of the community and the clear sense that each individual student is at the heart of all that we do. Every member of staff plays a vital role in helping our students flourish and achieve their dreams and ambitions.

Our motto, *Embrace – Empower – Excel*, reflects not only our approach to educating our students, but also the professional culture we foster. We value individuality, encourage ambition, and create space for both students and staff to grow and excel.

Working at St Mary's means joining a team where collaboration, kindness, and high expectations go hand in hand. We offer opportunities for professional development, leadership and innovation, and we welcome applications from those who are excited to contribute to the life of a forward-thinking, dynamic school.

St Mary's recently announced that we would open our doors to boys in all Prep School years as well as Years 7 & 12 in September 2027. This will be a phased transition to be fully-co-educational by 2031.

If you are looking to make a meaningful impact in a school that is dedicated to developing our students, then we want to hear from you.

About St Mary's School



St Mary's is an independent day school for children aged 3-18 in the heart of Gerrards Cross, Buckinghamshire.

Founded in Paddington in 1872, the school moved to its present site in 1942. Class sizes average 16-18 for Key Stage 3 and class sizes for GCSE and A Level average 14. Academic outcomes are excellent with 51% of this year's A Level grades at A* - A.

St Mary's School is warm friendly community where parents, staff, students, and governors work together to ensure that every student exceeds their potential whilst genuinely enjoying school life, making memories, and building skills to equip them to be successful through the future years.

Our students leave with the resilience to take on the next challenge, the ambition to follow their dreams and the confidence in themselves to go from success to success in their future careers. Through the pastoral and classroom support they receive at St Mary's, our students know their worth, who they are as an individual, and what they want to go on to do.

Well-being and happiness of staff and students alike is at the heart of our success – a happy school is a successful school!

Joining St Mary's staff community, you would be welcomed into a supportive, close-knit community who can regularly be found spending lunch times in the Senior or Prep staff room, enjoying social time outside of school, competing in the teacher's relay, performing in the school orchestra or at an open mic event, and can even be caught on a space hopper on the lawn on the last day of term!





St Mary's School Values

St Mary's is committed to providing an excellent education in a caring, happy environment, where each child develops self-confidence and exceeds their potential.

Staff and students, alike, are encouraged to find their own SMS Spirit by exploring our huge range of Co-Curricular activities to try new skills and meet new people, explore different learning or teaching techniques in small classes and make friends from Nursery right through to Sixth Form through our House System and whole school opportunities that brings.

Staff are supported in their roles through Department Heads, and SLT links, with well-being at the heart of staff satisfaction and the positive morale which we pride ourselves on. A comprehensive CPD programme allows for staff members to grow personally and professionally and broaden their skills in their specialist areas finding their very own SMS Spirit in their own individual ways.

Our whole school community operates under our TAKE CARE acronym which ensures each individual reaches his or their potential in a supportive and challenging environment.



T – Team Work – we work together to ensure we achieve the best outcomes for our students, pastorally and academically, and that as a staff community we work in a supportive, collaborative caring team who have each other's backs.

A – Ambition – we go above and beyond in everything we do. We look for the WOW factor at every opportunity.

K – Kindness – through our ethos runs the theme of kindness. Everything our staff and students do should consider kindness first.

E – Enthusiasm – staff and students alike bring the energy and desire to succeed.

C – Curiosity – we always ask why.

A – Adventure – work should be exciting, satisfying and thrilling – we are spending time doing what we feel passionately about.

R – Resilience – we carry on in the face of challenge, and come out stronger and wiser.

E – Excellence – aim for the highest quality in all that we do.



Why Work at St Mary's?

- Competitive Salary
- Support Staff Pension Scheme
- Fee Remission at St Mary's
- Subsidised staff socials
- Annual pay review



- Hot daily meal
- Use of fitness suite
- On-site parking if available
- Free annual flu vaccine
- Electric Car purchase Scheme
- Cycle to work Scheme
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- Full staff induction in Term 1
- Staff buddy system
- Full training and development program
- Equal opportunities for all
- Well-being committee to share ideas



All staff share responsibility for promoting and safeguarding the welfare of our students and must adhere to, and comply with, the School's safeguarding and Child Protection Policy at all times.



The Role – Minibus Driver

We are recruiting a part-time relief Minibus Driver to provide transport services for our students on designated bus routes around the Gerrards Cross area.

Hours of work will be 7.00am – 9:00am and 3.45pm – 6:00pm, Monday to Friday, term time only (34 weeks). Additional hours may be required from time to time which would be paid as overtime. Consideration will be given to split shifts. Excellent rates of pay.





Main Duties

Purpose of the Role	<i>To transport students safely and courteously to and from school in the school minibus.</i>
Safety and Welfare of Students	<i>Ensure the safety, comfort and welfare of pupils while they are on the vehicle and when boarding and leaving it.</i>
	<i>Maintain accurate daily records of the pupils travelling on each journey.</i>
	<i>Follow health and safety procedures and any additional guidance issued by the school from time to time.</i>
	<i>Ensure pupils are collected and dropped off only at agreed, safe locations, and only released to authorised adults where the school requires this.</i>
	<i>Carry out a sweep of the vehicle at the end of each journey to make sure no child or belongings are left on board.</i>
	<i>Know and follow emergency procedures, including evacuation, breakdown and first aid, and be able to use the on-board first aid kit and fire extinguisher.</i>
	<i>Be aware of pupils with medical needs, allergies or SEND requirements and follow any transport plans provided.</i>
	<i>Complete safeguarding and child protection training and follow the school's safeguarding policy, reporting any concerns to the Designated Safeguarding Lead.</i>





Main Duties

Vehicle Checks and Maintenance	<i>Carry out and record the required daily and weekly vehicle checks.</i>
	<i>Ensure the vehicle is clean, tidy and roadworthy, before and after each use.</i>
	<i>Report any defects, faults, incidents or accidents promptly to the Bursar's PA.</i>
	<i>Refuel the vehicle as required and keep accurate records of vehicle usage.</i>

Compliance and Licencing	<i>Hold and maintain the correct driving licence entitlement for the vehicle, and promptly notify the school of any endorsements, convictions, medical conditions or changes affecting fitness to drive.</i>
	<i>Complete any required training, such as MiDAS (Minibus Driver Awareness Scheme) or a D1 licence where applicable.</i>
	<i>Comply with drivers' hours rules and the school's policy on mobile phones and driving.</i>
	<i>Comply with rules on alcohol, drugs and prescribed medication that could affect driving.</i>
	<i>Ensure the vehicle's MOT, insurance, tax and servicing dates are known and reported to the school before they lapse.</i>

Communication and Route Planning	<i>Plan alternative routes when necessary, in consultation with the Bursar's PA, and ensure parents are informed of any changes.</i>
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General	<i>Wear the school's working attire at all times, kept clean and tidy, and present a positive image of the school.</i>
	<i>Be available for occasional additional journeys, such as school trips, sports fixtures or events, by prior agreement and within working hours limits (useful to state for a part-time role).</i>
	<i>Undertake other reasonable duties appropriate to the role, as requested by the Headteacher.</i>



Candidate Specification

Qualifications	Hold a current, clean and valid driving licence (essential).
	Hold a current, clean and valid driving licence D1 unrestricted (car licence obtained prior to 01/01/1997) Desirable.
	MiDAS trained (desirable). Must be willing to complete MiDAS training if doesn't have it.
	PCV licence holder (desirable).

Attributes	Pleasant approachable personality.
	Ability to manage student behaviour.
	Good communication and interpersonal skills and the capability to mix easily and work with public, parents and staff.
	Be practical, resourceful, and flexible and be able to take the initiative.
	Ability to work without supervision with energy and enthusiasm.
	Ability to work on own initiative as well as part of a team.
	Reliable and trustworthy.
	Have a sense of responsibility and confidentiality.
	Committed to the safeguarding of our students and supporting the ethos of the school.
	Willing to undertake training as appropriate.



St Mary's School is committed to safeguarding and promoting the welfare of children and young people in its recruitment and selection of job applicants. The school expects all staff and volunteers to share this commitment and be willing to undergo checks with the Disclosure and Barring Service.



How to Apply

Please complete an application form on mynewterm <https://mynewterm.com/home>

Early applications are advised as the school reserves the right to appoint at any stage during the application process and for the advert to be removed from mynewterm.

Interviews will take approximately one hour and will be held at the school. As part of the process, you will meet attend a panel interview, meet with HR and go on a test drive. You will also be asked to provide documentation confirming your identity, driving licence and qualifications and a search of an online social media presence may also be conducted as part of due diligence checks.

All applications will be acknowledged and interview dates are provided below. References will be requested for all those invited to interview.

Closing date for applications: 9:00am on 9th October 2026.

Interview date: Wednesday 14th October 2026

Hours: Morning 7:00am – 9:00am

Afternoon 3:45pm – 6:00pm

Salary: £16,000 (Term Time only)