

# UPPINGHAM

## Job Description

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

### Job context

Uppingham School is an independent co-educational boarding and day school for 11 to 18-year-olds, located in the beautiful market town of Uppingham in Rutland.

Uppingham School employs around 600 full-time and part-time staff in both teaching and support roles.

The School offers a vibrant, supportive and stimulating environment for any teaching professional. In addition, the diversity of support roles available provides a wealth of opportunities for a whole range of specialists and professions – from finance, marketing and IT to buildings maintenance, catering and healthcare. Our 800 pupils are accommodated in 16 houses, taught by 24 academic departments. They participate in a multitude of extra-curricular activities throughout the year, from sports and music to drama and expeditions. In term-time the School operates seven days a week.

Uppingham is a vibrant, stimulating, energetic and forward-looking school. Our community is made up of talented people offering a diverse range of experiences. We welcome applications from candidates who are both experienced and new to working within the independent education sector.

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.

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## **Additional Requirements:**

- Must meet the School's Insurance criteria

\* A full clean driving licence is essential. Any offer of employment will therefore be conditional upon the successful candidate being accepted for insurance cover by the School's insurance provider. Whilst every application will be considered on its own merits, successful applicants should note that if they have six or more penalty points on their driving licence, or a previous drink-driving conviction, they may not be accepted for cover by the School's insurers, in which case any offer of employment would be withdrawn.

## **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 22.25 per week, 32 weeks per year termtime as follows:  
5:30am -7:45 (Mon – Sat)  
5:45 pm – 7:30pm (Mon – Fri)

Salary £14,671 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**

- 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.

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## **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.

## **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.