



# THE PORTSMOUTH GRAMMAR SCHOOL

## PGS JOB DESCRIPTION – MINIBUS DRIVER (TERM TIME, PART TIME)

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**

### Summary of the role

The Portsmouth Grammar School is a leading co-educational school located in the historic heart of Portsmouth. We are very much a family school known for excellent teaching, superb pastoral care and wide-ranging co-curricular opportunities and offer an education across the age range from Pre-School to Sixth Form.

Our Minibus Drivers work on a term time and part-time basis, either 30 hours per week Mon-Fri, for both AM and PM runs, or 15 hours per week, for either a PM or a AM run, to drive school minibus routes as part of the school's home to school transport service for pupils. The routes to be covered by this service include Bishop's Waltham, Corhampton/Droxford, Clanfield, Chichester, Hayling Island and Eastney, and the Isle of Wight Hovercraft, although this may be subject to change.

The Bursar is responsible for all the support functions within the school, including Finance, Payroll, Estates and Operations, ICT and HR. Our Minibus Drivers are responsible for supporting the successful day-to-day operation of the Estates Transport Team, working with the Transport Manager (who is responsible to the Estates Projects Manager for all Transport support functions within the school) to provide a professional driving service.

The main duties of the role are:

- Driving a transport route, with pupils, in the mornings before school and at the end of each school day.
- Undertaking other ad hoc driving duties such as driving the minibus shuttle service to and from the main site in Old Portsmouth and our sports ground at Hilsea and supporting the catering team between these two locations for collections and deliveries.

- Maintaining appropriate electronic and paper records and registers, using school email and phone systems as required.
- Undertaking all necessary training required by the school, for example in Safeguarding and Manual Handling.

Previous experience of a similar paid or volunteer role offering a professional driving service would be an advantage. Candidates should be able to demonstrate an interest in working with children and young people in an educational setting.

The post is a **term time only appointment from September 2026**, with training where necessary provided beforehand. The hours of work will be part-time, 30 or 15 hours per week, with a working pattern subject to individual route requirements. Morning run first stop pick-ups occur between 07:00 and 07:30 (with route specific timings), and afternoon return runs leave the school at 16:00.

#### **Person Specification**

This role carries significant responsibility for pupil safety and as such the ability to follow instructions safely and effectively is critical, together with a willingness to undertake all necessary training.

To be able to drive the minibus transport routes, the postholder must hold a full clean and current driving license with D1 category (this must be held at all times during employment), and be in date with MIDAS training. MIDAS training can be provided by the School on appointment where required. The role requires a good level of physical fitness to carry loads in accordance with Manual Handling regulations. Medical fitness for the role is confirmed through the completion of a satisfactory Minibus Driver medical check through the school's occupational health provider.

The postholder will be:

- Professional and friendly, and able to demonstrate an interest in working with children and young people in an educational setting.
- Able to demonstrate good interpersonal skills which are critical for effective communication with pupils, parents and staff across the school.
- Adaptable and resilient to respond to the varied needs of pupils who use the minibus service, and to follow the appropriate school channels for reporting any pastoral concerns.
- Proactive and flexible to adapt on a daily basis to the driving conditions on the roads, and to be able to plan ahead in accordance with varied bookings and pupil numbers.
- Able to use email and school transport management software. A school phone will be provided.

#### **How to apply:**

Candidates are asked to apply using the application form linked to our advert on the ['Work With Us'](#) page of our school

	<p>website.</p> <p>Any enquiries about the role or how to apply are welcome at <a href="mailto:recruitment@pgs.org.uk">recruitment@pgs.org.uk</a></p> <p>The closing date for receipt of applications this year is midday on <b>11<sup>th</sup> May 2026</b>. Candidates are encouraged to apply as soon as possible as early applications are welcome, and we reserve the right to interview and appoint prior to the closing date.</p>
<p><b>Line management responsibility for</b></p>	<p>This role has no line management responsibility.</p>
<p><b>Main duties and responsibilities</b></p>	<p><b>Driving Duties and Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Drive a transport route with pupils in the mornings before school and after school each day. Responsible for collecting from given pick-up points along the route and ensuring safe transport to School and for their safe return from School back to given drop-off points.</li> <li>• Conduct minibus driving duties safely in a timely manner so the schedule operates punctually as advertised to parents.</li> <li>• Liaise and co-ordinate with the Transport Manager to ensure daily operations and requirements are carried out effectively.</li> <li>• Provide friendly, courteous, and professional customer service to pupils, parents, and colleagues.</li> <li>• Act as an ambassador for the school, promoting a positive image through professional conduct and attire.</li> <li>• Enforce the School’s behaviour policy and ensure that any incidents or instances of unsatisfactory behaviour are reported at the earliest opportunity to your line manager or in accordance with the policy.</li> <li>• Respond to accidents or incidents in an appropriate and timely manner and report them to a member of the Senior Management Team without delay.</li> <li>• Operate apps and or software as required for the role.</li> <li>• Liaise directly with parents when necessary, using school provided devices.</li> </ul>

- Continue to assess and evaluate the driving routes and tasks to contribute to the school's quality assurance conducted by the Transport Manager.
- On occasions when the post holder takes the school minibus home at night, ensure it is parked legally, securely and in a safe environment.
- Utilise school email and phone systems as required for the role and keep appropriate electronic/paper records and registers as required.
- Cover other drivers or routes from time to time as required and as directed.

#### **Vehicle Maintenance and Appearance**

- Ensure the school minibuses are maintained to the highest standard and weekly checks are carried out.
- Complete cleaning tasks on school minibuses as directed by the Transport Manager and in accordance with the driving rota. This includes daily cleaning and maintenance of the school minibuses and implementing end of term additional cleaning arrangements.
- Conduct regular visual inspections of tyres, lights, oil, water and fuel and take required maintenance actions and/or report issues to the Transport Manager, as required.
- Maintain the areas on the school site where minibuses are parked so they remain clean and tidy, especially at the end of the shift.

#### **Records and Reporting**

- Report all accidents/sickness following the school's procedures.
- Report any pastoral concerns promptly following the school's procedures.
- Report any defects, working hazards or sub-standard equipment promptly to the Transport Manager – paying particular attention to Health & Safety.
- Ensure that all school standards and policies are always maintained with regard to driving schedules and accurate timesheet recording.
- Maintain accurate records of daily trips, mileage, fuel consumption and passenger counts.

	<ul style="list-style-type: none"> <li>• Immediately report to the Transport Manager any medical or legal matter which may arise during the course of your employment rendering you unable to drive the minibus.</li> </ul> <p><b>Health and Safety</b></p> <ul style="list-style-type: none"> <li>• Observe all Health &amp; Safety regulations to ensure personal safety is respected for self and colleagues, particularly when using machinery, equipment and hazardous substances.</li> <li>• Ensure protocols for secure and safe driving are achieved to ensure the safety of pupils and other passengers.</li> <li>• Ensure the safety of pupils by completing daily mandatory vehicle checks and ensure that in-transit safety measures (to include the wearing of seatbelts) are observed by all persons in the vehicle.</li> <li>• Assist with embarking and disembarking pupils and other passengers, ensuring their safety is prioritised.</li> <li>• Comply with statutory and school hygiene regulations in the handling and storage of cleaning materials.</li> <li>• Report all accidents/sickness following the school's procedures.</li> <li>• Promptly identify to the Transport Manager any working hazards or sub-standard equipment which could provide a barrier to your achievement of any of the above.</li> </ul> <p><b>Training</b></p> <ul style="list-style-type: none"> <li>• Attend safety and driver training sessions as required by the school and relevant authorities.</li> <li>• Undertake other training as required by the school, to include Safeguarding and Manual Handling.</li> <li>• To undertake any other reasonable task as directed by the Transport Manager, Estates Projects Manager or Bursar, which may on occasions be outside normal daily routine.</li> </ul>
<p><b>Safeguarding responsibilities</b></p>	<ul style="list-style-type: none"> <li>• The role of a Minibus Driver on minibus pupil transport routes requires some direct contact with pupils and therefore involves regulated activity with children.</li> <li>• It is a requirement of the role to attend Professional Development Days as required by the line manager and to attend other essential staff training sessions throughout the year, as required by the Head or Bursar.</li> </ul>

**Benefits**

Key financial benefits of employment at PGS include a generous salary structure and leave allowance.

The pro-rata salary for this part-time, term-time role will be calculated on the basis of the support staff pay scale point 19, which for a full time equivalent salary (37.5 hours a week) would be £26,745 pa, and includes contracted term times and holiday pay. For 15 hours per week term time (AM or PM run) this would equate to £8,291 pa, and for 30 hours per week (AM and PM run) this would equate to £16,582pa.

This is a term time only role and the postholder will be required to take their holiday during the school holidays and not during PGS term times. Requests for time off in term time are usually considered as a request for unpaid leave.

The school will auto-enrol eligible support staff into the NEST pension scheme and also offers an alternative pension scheme for qualifying staff with Aviva, whereby if the employee contributes 6.5% of salary the school will contribute 8.5%. We also have a non-contributory death-in-service policy calculated at 3x salary.

Additional benefits include free use of the school's Sports facilities which include a well-equipped Fitness Centre and the school is also an approved operator of the Cycle to Work Scheme. A staff parking space can be applied for, with allocation depending upon availability.

The school is always looking for innovative ways to improve the working conditions and remuneration of its employees and welcomes suggestions from all staff. All conditions of employment will be detailed to the successful candidate in a separate contract issued by the Bursary.

The Portsmouth Grammar School prides itself on being a caring employer and all staff are encouraged to discuss any aspects of their terms and conditions of employment initially with their line manager and, as necessary, with the Bursar.

The school is a strong supporter of Continuing Professional Development (CPD) and support staff wishing to undertake appropriate professional training can apply for financial support towards any associated costs.

## Person specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
<b>Qualifications</b>	<p><i>The professional, technical or academic qualifications that the Applicant <b>must have</b> to undertake the role or the training that they <b>must have</b> received</i></p> <ul style="list-style-type: none"> <li>• A good standard of education, with excellent spoken and written English</li> <li>• Full clean and current UK driving licence</li> <li>• D1 licence</li> <li>• MIDAS Qualification (<i>assessment for this qualification can be provided by the school</i>)</li> </ul>	<p><i>The professional, technical or academic qualifications that the Applicant <b>would ideally have</b> to undertake the role or the training that <b>they should ideally have</b> received</i></p> <ul style="list-style-type: none"> <li>• A current First Aid qualification, either in First Aid at Work or in Paediatric First Aid.</li> </ul>	<p>Production of the Applicant's certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications if necessary</p>

<b>Experience</b>	<p><i>The categories of work or organisations, types of achievements and activities required by the Applicant that would be likely <b>to predict</b> success in the role</i></p> <ul style="list-style-type: none"> <li>• Experience of working in a team</li> <li>• Experience of driving a minibus</li> <li>• Experience of using email, databases and other digital resources</li> <li>• Aged over 21 with at least 2 years of driving experience</li> </ul>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to <b>contribute to</b> success in the role</i></p> <ul style="list-style-type: none"> <li>• Experience of working with young people in an educational setting</li> <li>• Experience of a customer facing role preferably within an education, health or professional services environment</li> </ul>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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<b>Skills</b>	<p><i>The skills <b>required</b> by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• The ability to work in a team</li> <li>• Highly organised and with excellent attention to detail</li> <li>• A flexible and proactive attitude to the role</li> <li>• Excellent communication skills and able to engage effectively with all those who use the transport provision</li> <li>• Strong IT skills including Microsoft Office with a willingness to learn other software packages as required</li> <li>• Ability to remain calm in a busy school environment and when driving the minibus routes</li> <li>• Ability to work with discretion and maintain confidentiality at all times</li> <li>• Ability to follow instructions safely and effectively to ensure a safe working environment</li> <li>• Ability to deal with day to day issues on own initiative</li> <li>• Effective time management skills</li> <li>• Adaptable and resilient to respond to varied needs of pupils who use the minibus service</li> </ul>	<p><i>The skills that would <b>enable</b> the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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<b>Knowledge</b>	<p><i>The knowledge <b>required</b> by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• A willingness to develop knowledge and understanding of legislation relating to current guidance in Keeping Children Safe in Education and other guidance issued by the Department for Education and ISSR</li> <li>• A willingness to develop knowledge and understanding of GDPR legislation</li> <li>• A willingness to undertake all training required by the school including safeguarding training</li> <li>• A willingness to develop knowledge to support all areas of provision offered by the School's minibuss service</li> </ul>	<p><i>The knowledge that would <b>enable</b> the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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<p><b>Personal competencies, qualities, attitude and behaviours</b></p>	<p><i>The personal qualities, attitude and behaviours that the Applicant <b>requires</b> to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> <li>• motivation to work in a setting with children and young people</li> <li>• ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• resilience to work with children and young people</li> <li>• ability to work collaboratively across departments and support functions</li> <li>• willingness to support the aims and ethos of the school</li> <li>• Professional and friendly</li> </ul>	<p><i>The personal qualities that would <b>assist</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• An interest in continuous professional development, to expand knowledge and to undertake relevant training as required for the role.</li> </ul>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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