



# Minibus Driver

*October 2025*

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### *A message from the Principal of King's Ely*

Welcome, and thank you for your interest in coming to work at King's. I hope that what you read here will excite you and chime well with your ambitions so that you will want to apply for this position.

King's Ely is an extraordinary place to work: a family of schools educating around 1350 boys and girls aged 2-18 in our Nursery and Pre-Preparatory, Prep and Senior Schools in Ely in Cambridgeshire, and up to age 11 at Fairstead House School in Newmarket. Most of our pupils come from Ely, Cambridge and surrounding areas, while about 200 pupils are boarders from all over the world. King's employs about 540 people in diverse roles from teaching and pastoral care to administration, finance, IT, site services and maintenance and catering.

We often talk about 4 'P's which make King's special: our fundamental **purpose**, unchanged in over 1000 years, in providing the best education and foundation for life we can for the children in our care; our **practice**, ensuring the very highest standards of professionalism and excellence in every area of school life and our commitment to everyone's wellbeing, development and training to achieve this; as an exceptional **place** to grow up and work in with our beautiful 75-acre campus adjacent to Ely Cathedral and the wonderful historical, environmental, spiritual and technological resources available to us; and most of all our **people**, the outstanding and diverse community of pupils, staff and supporters whose commitment, experience and skills are the root of our success.

We welcome all types to join this wonderful mix, and I thank you in advance for the time and thought which I know goes into preparing each application; we really appreciate it and give every application the careful consideration it deserves. I look forward to hearing from you and, I hope, meeting you in due course.

With best wishes,  
John Attwater

### **Purpose, Ethos and Values**

King's Ely exists to make the most and best of childhood, and in particular to give the very best education, opportunities and pastoral care to as diverse a community of children as we can. In doing so we aim to prepare each one to live positive, productive, successful and fulfilled lives, for the betterment of themselves and the world around them. We achieve this through the operation of a family of schools centred around a 2-19 co-educational day and boarding school in Ely, aiming to draw fully on our exceptional environment, history, physical, cultural, spiritual and human resources in doing so.

### **History**

King's Ely can trace its origins from at least 970AD, making it one of the oldest schools in Europe. The School was first established to educate the choristers of the worshipping community of Ely and throughout our history we have maintained strong links with Ely Cathedral.

In 1541, King Henry VIII founded a College of Canons at Ely Cathedral to replace the monks whose monastery has been dissolved in 1539 and the School received its Royal Charter, later becoming known as "The King's School".

### **King's Ely Today**

In recent years King's has expanded rapidly, becoming co-educational in 1970, and today educating around 1100 children aged 2-18 at Ely, including 185 boarders.

The school is divided into three sections: King's Ely Senior (age 13-18) and King's Ely Prep (age 7-13), which occupy adjacent campuses and benefit from shared facilities, and King's Ely Acremont and Nursery (ages 2-6) which have their own self-contained campus about 400m from the main site. Additionally, Fairstead House School in Newmarket (for pupils aged 1-11) joined the King's Ely family of schools in 2022.

The main campus extends to around 75 acres and contains buildings spanning the thirteenth to twenty-first centuries, including many of the historic monastic buildings adjacent to Ely Cathedral as well as more recent, purpose-built facilities and almost 40 acres of playing fields.

King's Ely plays a key role in the local community. We are one of Ely's largest employers and contribute greatly to the local economy, and we also continue to educate the choristers of Ely Cathedral. King's Ely also offers a number of bursaries to enable pupils from all walks of life to benefit from the education it offers.

In its recent ISI Inspection (March 2025), King's Ely was found to meet or to exceed all regulatory standards. In addition, the Inspectors judged the School to have a *significant strength* in the way in which its high quality pastoral care is interwoven with a dynamic enrichment programme. This enables "pupils of all ages to develop their independence, intellectual curiosity, creativity and socialization particularly well".

The School is rightfully proud of the Inspection. It is testament to the community spirit of King's Ely and the commitment and respect shown each day by pupils, staff and their families.

King's Ely is affiliated with the HMC, Society of Heads, IAPS, the Boarding Schools' Association and the Choir Schools' Association.





## About the role

### Overall Job Purpose

The post holder will provide regular minibus transport to and from school covering any one of the routes from/to a number of destinations and some villages along the route (Bar Hill, Bottisham, Bury St Edmunds, Chatteris, Huntingdon, Kentford, Newmarket, Trumpington). Other routes/stops might be added in the future.

The job holder will need to drive up to 17 seat minibuses and hold a D1 category licence. Applicants should be willing to undergo full D1 training and testing (if they presently hold a D1 with a 101 restriction (not for hire or reward)) to ensure the School's service can be maintained if legislation changes around charities using Section 19 permits for minibus driving.

Shifts/routes are allocated according to supply and demand by the Office Administrator or Chief Financial Officer upon appointment, with an effort to maintain drivers on a route to build good relationships with parents, guardians and pupils. The hours of work are Monday – Friday 06:30 – 08:30 and 17:00 – 19:00 (approximately – exact times will be route dependant). There may be the opportunity for overtime hours by covering other ad hoc driving duties as requested by the School if the job holder is available/willing. Flexibility, sometimes at short notice, is quite a key part of the position for those who wish to make themselves available for being called to be offered additional work during the school days.

### Accountability

- The Principal has overall responsibility for all employees of King's Ely and this is delegated to Heads of each Section of the School. The Head of the Administration Section is Mark Hart, the Chief Operating Officer who reports directly to the Principal. The Chief Financial Officer and Deputy COO, Fiona Sanders-Hewett, reports directly into the Chief Operating Officer.
- This minibus driver post is within the Administration Department and the post-holder is directly accountable to the Office Administrator, who in turn is responsible to the Chief Financial Officer and Deputy COO.



## Person Specification

### *Essential:*

- Ideally a “clean”/no points full UK driving licence. If you have points, 3 points or less would be acceptable unless linked to any form of dangerous or reckless driving offence
- Understanding of general vehicle function and basic maintenance
- An awareness of Safeguarding/Child Protection (training will be given)
- Basic awareness of Health & Safety (training will be given)
- Must be able to pass a minibus driving assessment as part of the selection process, demonstrating confidence and safe driving of a 17-seat minibus/large vehicle
- Good verbal communication and interpersonal skills
- Able to work flexibly and independently, sometimes at short notice
- Reliable, demonstrating good time management
- Professional, presentable, and able to deal pleasantly with customers (children, parents and colleagues)
- Strong safety awareness concerning road and passenger safety
- Patience and a sense of humour

### *Desirable:*

- First Aid certificate (training can be provided)
- Comfortable using technology (GPS/Sat Nav, internet, smart phones, SMS, email)
- Ideally living locally/within a short commuting distance of Ely (to allow for maximum flexibility)

## Qualifications and experience

### *Essential:*

- UK full car driving licence with Category D1 or D1(101) held for a minimum of 2 years (or EU licence if it complies with UK Government requirements – see DVLA [website](#))
- Minimum age of 21 years
- Medically fit to drive under DVLA regulations

### *Desirable:*

- Previous experience as a passenger vehicle driver
- PCV Category licence
- Full D1 +E Category UK Licence
- MIDAS certification/training

## *Working at King's Ely*

King's Ely is committed to rewarding our employees who share our passion, vision, and values, and to investing in their wellbeing and continuous professional development.

### *Hours of work*

- 20 hours guaranteed per week during school term-time only + flexible/ad hoc extra hours offered during school term where available
- This is a school term-time only position (35 teaching weeks per year) with 1 additional out-of-term week paid within the contract to allow for any training out of term time as well as preparation of vehicle pre-term start and post term-end
- Start Date: October 2025 (Child Safeguarding/Protection checks dependant)
- There will be a probationary period of six months during which one month's notice is required by either party. Thereafter, the notice period will be 3 months or 1 school term

### *Salary and Benefits*

- Salary: £14.44 per hour, paid as an annual salary based on the contracted hours per week (40 weeks paid per year comprised of 35 weeks work and 5 weeks paid holiday)
- Overtime is paid at a flat (single) rate unless particularly unsociable hours are worked, agreed in advance
- The 5 weeks paid holiday per year are to be taken during school holidays
- The contracted annual salary is spread evenly and paid over 12 months
- Timesheets are submitted monthly to claim for any extra hours worked during the preceding period

In addition to the above, employees at Kings Ely benefit from:

- Generous fee-remission, subject to availability of places and successful admissions procedures. Staff currently enjoy a discretionary discount on fees for children in Reception year onwards, details of which will be provided upon request.
- Enrolment in the statutory auto-enrolment pension scheme. The contribution rates for the auto-enrolment pension scheme are Employee contribution of 5% and Employer contribution of 3%.
- The school offers a private healthcare insurance scheme, which staff may opt to join at their expense, shortly after the start of each academic year (the policy year starts on 1 November each year). The scheme can only be joined at the start of the policy year, not part-way through the year.
- Use of school gym facilities and use of the swimming pool at specific times (during summer school holidays – small fee applies).
- Access to Salary Sacrifice Schemes such as: Cycle2Work, Home and Tech Scheme, and Local Gym Membership

- Limited free on-site car parking
- School lunch provided when at work over lunch time and tea and coffee throughout the day.
- Access to an Employee Assistance Programme, available to the employee and their dependents.
- Discounts at local businesses including Mountain Warehouse, Sushi and Salad, Griddle Bar and Meathouse, and The Pantry (Newmarket).

### *Information for Candidates*

Applications should be made via My New Term, you can do this by clicking the 'Apply Now' button at the top of the advert. The final closing date for applications will be **noon on Tuesday 30<sup>th</sup> September 2025**.

We reserve the right to invite candidates for interview prior to the closing date. Therefore, we encourage interested applicants to submit an application as soon as possible.

If you are selected for interview, you will need to provide proof of identity, birth certificate, documentation confirming your NI number or your right to work in the UK and certification of qualifications.

Shortlisted Applicants should be aware that references will be requested as part of the interview process.

King's Ely is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.

Thank you for completing your application and your interest in King's Ely.



Website: [www.kingsely.org](http://www.kingsely.org) Charity Number: 802427 Company Number: 2440509





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