

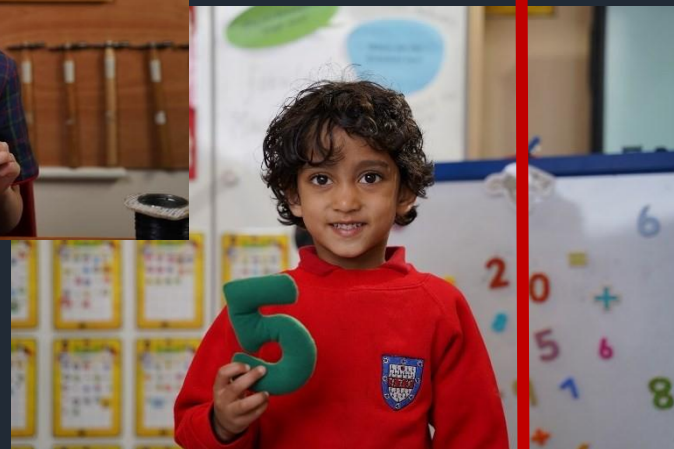


# WOODBIDGE SCHOOL

## Work With Us

## Casual Minibus Drivers

### Application Pack



# Casual Minibus Drivers – 1 position

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**Salary: £14.20 per hour (including holiday pay)**  
**Zero Hours – Monday to Friday**

We require enthusiastic and friendly Casual Minibus Drivers to provide an early morning and late afternoon transport service to our pupils, as well as ensuring that the appropriate checks are carried out on the minibus prior to driving. You will be joining an already established, friendly and supportive team.

This role is offered on a casual zero-hour basis.

Our drivers are welcome to stay after the morning shift for a complimentary breakfast served on site in the Dining Hall, when the Dining Hall is in operation. In addition, any shifts worked over lunch period are entitled to a lunch in the Dining Hall, when in operation.

There may be opportunities for further hours during the school day to cover student trips and/or sports fixtures etc.

Successful applicants will:

- Possess a category D, DI licence, or PCV/CPC.
- Be able to demonstrate that they are a reliable, safe driver with a clean driving licence, ideally with appropriate driving experience.
- Be prepared to undergo a pre-employment health assessment.
- Be able to interact effectively with children and ensure their safety.
- Ideally have experience of working with young people.

**Closing date: 31<sup>st</sup> July 2025**

**Interviews W/C: TBC**

*Woodbridge School is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an enhanced check from the Disclosure and Barring Service (DBS).*

## Job Description

<b>Job Title:</b> Casual Minibus Driver	
<b>Department:</b> Operations	
<b>Hours:</b> Zero hours	<b>Accountable to:</b> Transport Manager
<p><b>Job Purpose:</b></p> <ul style="list-style-type: none"><li>• Driving a school minibus to pick up and drop off pupils on the school run;</li><li>• Responsibility for the safe operation of a school minibus at all times when in use for driving staff and pupils.</li><li>• Potential extra hours available for school/external trips.</li></ul> <p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"><li>• Collecting pupils from given pick-up points along a determined route and delivering them to school (mornings) and collecting them from school and returning them to the given points (afternoons).</li><li>• Be responsible for the safety and supervision of pupils, including their good behaviour, on all journeys and to report any issues to the school.</li><li>• The use of StudentSafe system to accurately record registers of pupils on each journey.</li><li>• Maintain vehicle mileage records in accordance with school requirements.</li><li>• Drivers to have a full knowledge of and adherence to the Foundation's Transport Policy, procedures and guidance and undertake any training required by the school, relevant to your job description.</li><li>• Be responsible for the care and maintenance of the minibuses in line with the Transport Policy when in use and in consultation with the Transport Manager.</li><li>• Undertake all checks listed in the Transport Policy and complete all necessary paperwork before and after each journey.</li><li>• Ensure there is always sufficient fuel for journey requirements, keep fuel receipts to be given to the Transport Manager for records.</li><li>• Ensure the minibus is tidy before and after use, removing any rubbish left behind.</li><li>• Report any malfunctions on a minibus immediately to the Transport Manager to ensure that repairs can take place.</li><li>• Ensure the vehicle is safe for staff and pupils to use when being driven by you.</li><li>• Follow safety rules as pupils are boarding and exiting buses.</li></ul> <p><b>General Responsibilities:</b></p> <p><b>Health and Safety</b></p> <p>You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with and adhere to Woodbridge School's Health and Safety Policy and Health and Safety law.</p> <p><b>Child Protection/Vulnerable adult's statement</b></p> <p>Woodbridge School is committed to safeguarding and promoting the welfare of vulnerable adults and children and expects all staff and volunteers to share this commitment. You will be expected to support this approach in the context of your role and to adhere to and ensure compliance with our policy at all times. If in the course of carrying out your duties, you become aware of any actual or potential risks to the safety or welfare of vulnerable adults or children you must report any concerns to the appropriate Safeguarding Lead. You will also be expected to qualify and maintain an enhanced DBS check to the school's requirement before starting in work for the school.</p> <p><b>Brand values</b></p> <p>Ensure your work, communication and approach conforms to the brand values and house style of Woodbridge School. Keep up to date, and comply with the Woodbridge School, Policies and Procedures at all times.</p>	

## Person Specification

Education and Qualifications	Essential	Desirable
<ul style="list-style-type: none"> <li>Licensed to drive a minibus by holding an ideally clean driving license</li> </ul>	✓	
<ul style="list-style-type: none"> <li>A full DI* (or D) driving licence or PCV/CPC - <i>*Drivers who passed a category B car driving test prior to 1 January 1997 retained the DI (101) code on their driving licence under 'grandfather rights'.</i></li> </ul>	✓	
<ul style="list-style-type: none"> <li>GCSE level English and Maths or equivalent</li> </ul>		✓
Knowledge and Experience		
<ul style="list-style-type: none"> <li>A good knowledge of laws, regulations and safety procedures</li> </ul>		✓
<ul style="list-style-type: none"> <li>Experience of working with children and young people</li> </ul>		✓
<ul style="list-style-type: none"> <li>Knowledge of the local area</li> </ul>		✓
<ul style="list-style-type: none"> <li>Previous experience as a school minibus driver</li> </ul>		✓
<ul style="list-style-type: none"> <li>Basic knowledge of maintaining a minibus</li> </ul>		✓
Skills and Attributes		
<ul style="list-style-type: none"> <li>Good interpersonal skills, with the ability to develop positive relationships with young people</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Fully appreciate the need to follow all Health and Safety procedures including vehicle checks before and after use</li> </ul>	✓	
<ul style="list-style-type: none"> <li>A commitment to the highest standards of customer care</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Good organisational skills</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Excellent concentration</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to use online booking systems for recording student registers and recording vehicle safety checklists</li> </ul>		✓
<ul style="list-style-type: none"> <li>Must be physically fit and able to push/ load passengers in wheelchairs and lift baggage, etc</li> </ul>	✓	
Safeguarding		
<ul style="list-style-type: none"> <li>All staff are expected to evidence their commitment to promoting the health, welfare and safeguarding of children</li> </ul>	✓	
Personal Qualities		
<ul style="list-style-type: none"> <li>Willingness and ability to be flexible</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to relate to staff, students, parents/carers and governors</li> </ul>	✓	
<ul style="list-style-type: none"> <li>To be highly organised with good time keeping</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Honest, reliable and patient</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Commitment and flexible with the demands of the role</li> </ul>	✓	

## Benefits

<b>Pension</b>	Automatic enrolment into the Foundation/School's pension scheme (subject to meeting certain eligibility criteria).
<b>Sick Pay</b>	Company Sick Pay After a successful probation period, full pay for 5 weeks and, half pay for 10 weeks in any rolling 12 months. Entitlement rises incrementally to full pay for 20 weeks and half pay for 20 weeks in any rolling 3 year period during the 4th and subsequent years of service.
<b>Training</b>	Training costs will be met in full. This will be subject to conditions concerning repayment if the employee leaves for any reason within a given period.
<b>Holiday</b>	25 days plus 8 public holidays paid leave (pro rata for part time posts) included in salary.
<b>Other Benefits</b>	<ul style="list-style-type: none"><li>• Free parking</li><li>• Complimentary breakfast is available when the Dining Room is in operation</li><li>• Access to Employee Assistance Programme</li></ul>

## Information for Applicants

In order to apply please complete the application form.

Application forms can be downloaded from the School's website

<https://www.woodbridgeschool.org.uk/about/vacancies/>

Please apply preferably by email, stating "Minibus Driver" in the title line to:  
[recruitment@seckford-foundation.org.uk](mailto:recruitment@seckford-foundation.org.uk).

If you are unable to apply by email then please post your application, marking "Private and Confidential" to the People Team at:

Woodbridge School  
Marryott House  
Burkitt Road  
Woodbridge  
Suffolk  
IP12 4JJ

All information will be treated as strictly confidential.

If you have any questions or enquiries regarding the application process, please ring the People Team on 01394 615170.

All appointments are subject to the usual pre-employment checks to meet vetting and barring requirements. For more information about the application and vetting process please refer to the Explanatory Notes provided.

*Woodbridge School is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the position, including checks with past employers and the Disclosure and Barring Service.*

