



WOODBRIDGE
SCHOOL

Work with us

Colchester Minibus Driver

APPLICATION PACK

Minibus Driver – Colchester

Salary: £6,997.23 per annum

14 hours per week

Monday to Tuesday – 5:55am to 8:30am & 5:00pm to 7:35pm

Wednesday – 5:55am to 8:30am

We require an enthusiastic and friendly **Minibus Driver** for our **Colchester route** to provide a safe and reliable transport service for our pupils. Working as part of our established and supportive Transport Team, you will be responsible for driving pupils to and from School, ensuring their safety and wellbeing throughout each journey, and carrying out the appropriate daily vehicle checks prior to driving.

This role is ideal for a reliable and conscientious individual who enjoys working with young people and takes pride in providing excellent customer service to pupils and families. The successful candidate will be expected to maintain high standards of safety, professionalism and punctuality, while contributing positively to the wider School community.

This position is offered on a contract of **14 hours per week**, working **Monday and Tuesday from 5:55am to 8:30am and 5:00pm to 7:35pm**, and **Wednesday from 5:55am to 8:30am**. The salary for this role is **£6,997.23 per annum**.

Successful applicants will:

- Possess a category D, D1 licence, or PCV/CPC.
- Be able to demonstrate that they are a reliable and safe driver with a clean driving licence.
- Be prepared to undergo a pre-employment health assessment.
- Have the ability to interact positively with children and ensure their safety at all times.
- Be organised, punctual and able to work independently.
- Ideally have experience of driving minibuses and working with young people.

For more information about the school and this opportunity, and to download an application pack, please visit: <https://www.woodbridgeschool.org.uk/about/staff-vacancies/>.

Closing date: Monday 31 August 2026

Interviews: TBC

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

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

Job Title: Minibus Driver – Colchester	
Department: Transport	
Hours: 14 per week	Accountable to: Head of Transport
<p>Job Purpose:</p> <ul style="list-style-type: none">• Driving a school minibus to transport pupils safely between Colchester and Woodbridge School in accordance with the designated route and timetable.• Responsibility for the safe operation of a school minibus at all times when transporting pupils.• Ensuring the safety, wellbeing and appropriate conduct of pupils during all journeys.• Carrying out vehicle safety checks and maintaining accurate records in accordance with School policies and procedures.• Supporting the School's commitment to providing a safe, reliable and professional transport service for pupils and families.• Potential opportunities for additional hours to support school trips, fixtures and other transport requirements. <p>Key Responsibilities:</p> <ul style="list-style-type: none">• Collect pupils from designated pick-up points along the Colchester route and transport them safely to and from School.• Be responsible for the safety, supervision and wellbeing of pupils during all journeys and report any concerns or incidents to the Transport Manager.• Use the School's transport management systems to accurately record pupil attendance and journey information.• Undertake all pre- and post-journey vehicle safety checks in accordance with the School's Transport Policy and complete all required documentation.• Maintain accurate vehicle mileage and fuel records as required.• Ensure there is sufficient fuel for all scheduled journeys and retain fuel receipts for School records.• Keep the minibus clean, tidy and presentable, removing any litter and reporting any damage.• Report any vehicle faults, defects, accidents or maintenance concerns immediately to the Transport Manager.• Ensure the minibus remains roadworthy and safe for pupils at all times while under your responsibility.• Follow all relevant road traffic legislation, School transport procedures and safeguarding requirements.• Support safe boarding and disembarking procedures, ensuring pupils enter and leave the vehicle safely.• Build positive and professional relationships with pupils, parents and colleagues, acting as an ambassador for the School.• Attend training and undertake any compliance requirements relevant to the role.• Maintain confidentiality and adhere to School policies, including safeguarding, health and safety, and data protection requirements.	

GENERAL RESPONSIBILITIES:

Health and Safety

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.

Child Protection/Vulnerable adult's statement

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.

Brand values

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.

PERSON SPECIFICATION

Education and Qualifications	Essential	Desirable
<ul style="list-style-type: none"> Licensed to drive a minibus with a valid driving licence and satisfactory driving record. 	✓	
<ul style="list-style-type: none"> A full D1* (or D) driving licence or PCV/CPC qualification. 	✓	
<ul style="list-style-type: none"> GCSE level English and Maths or equivalent. 		✓
<ul style="list-style-type: none"> Willingness to undertake any training required for the role. 	✓	
Knowledge and Experience		
<ul style="list-style-type: none"> Experience of driving minibuses or similar passenger vehicles. 	✓	
<ul style="list-style-type: none"> Knowledge of road traffic legislation and safe driving practices. 	✓	
<ul style="list-style-type: none"> Experience of working with children and young people. 		✓
<ul style="list-style-type: none"> Knowledge of the Colchester and surrounding areas. 		✓
<ul style="list-style-type: none"> Experience of carrying out routine vehicle safety checks. 	✓	
<ul style="list-style-type: none"> Experience of using digital systems for recording pupil attendance and vehicle checks. 		✓
Skills and Attributes		
<ul style="list-style-type: none"> Excellent driving skills with a strong commitment to road safety. 	✓	
<ul style="list-style-type: none"> Good interpersonal skills with the ability to build positive relationships with pupils, parents and colleagues. 	✓	
<ul style="list-style-type: none"> Ability to remain calm and professional in challenging situations. 	✓	
<ul style="list-style-type: none"> Good organisational and time management skills. 	✓	
<ul style="list-style-type: none"> Ability to follow policies, procedures and instructions accurately. 	✓	
<ul style="list-style-type: none"> Excellent concentration and awareness. 	✓	
<ul style="list-style-type: none"> Ability to work independently and use initiative. 	✓	
<ul style="list-style-type: none"> Ability to use transport management systems and electronic record-keeping systems. 		✓
<ul style="list-style-type: none"> Commitment to delivering a high standard of customer service. 	✓	
Safeguarding		

<ul style="list-style-type: none"> All staff are expected to evidence their commitment to promoting the health, welfare and safeguarding of children. 	✓	
<ul style="list-style-type: none"> Personal Qualities 		
<ul style="list-style-type: none"> Willingness and ability to be flexible; 	✓	
<ul style="list-style-type: none"> Ability to relate to staff, students, parents/carers and governors; 	✓	
<ul style="list-style-type: none"> To be highly organised with good time keeping; 	✓	
<ul style="list-style-type: none"> Honest, reliable and patient; 	✓	
<ul style="list-style-type: none"> Commitment and flexible with the demands of the role; 	✓	
<ul style="list-style-type: none"> Enthusiasm to develop your own skills and knowledge 		✓
<ul style="list-style-type: none"> Ability to remain calm and function well under pressure; 	✓	
<ul style="list-style-type: none"> Work well with the team but also able to work effectively alone. 	✓	

BENEFITS

Pension	Automatic enrolment into the Foundation/School's pension scheme (subject to meeting certain eligibility criteria).
Sick Pay	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.
School Fees	School fee remission may be available depending on individual circumstances and at the discretion of the Governors.
Training	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.
Holiday	25 days plus 8 public holidays paid leave (pro rata for part time posts) included in salary.
Other Benefits	<ul style="list-style-type: none">• Free parking• Complimentary breakfast is available when the Dining Room is in operation• Access to Employee Assistance Programme

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 – Colchester" in the title line to:
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.