

School Minibus Driver

Part Time, Term Time Only

Starting as soon as possible

Salary £15.70 per hour

We are looking for a school minibus driver to help deliver a safe and efficient minibus service to our students. You would be expected to drive the minibus in a safe, responsible and competent manner, covering a variety of routes and working as part of a team with our other drivers.

You would be required to work a morning shift commencing at 6.30am and / or an evening shift commencing at 3.30 or 4.45pm. There would also be the option to participate in ad hoc driving to assist school trips at other times in the day and some shifts available in the school holidays to assist with driving the minibuses to maintenance bookings.

Due to the nature of the hours, this role would suit an individual who is happy to work for a few hours in the morning and / or the afternoon with the daytime free. This is a part-time permanent position with flexible hours during term time. The regular daily shifts involve picking up and dropping off students from the SW London / Surrey border area.

Responsibilities

- Drive a school vehicle in a responsible and competent manner.
- Ensure the safety, comfort, and welfare of the pupils and staff onboard, ensuring seatbelts are worn.
- Plan the most effective route for the students, taking account of traffic conditions.
- Collect / drop students at the agreed stops.
- Perform vehicle checks before and after each journey and report any vehicle defects, faults, incidents and accidents promptly.
- Keep the vehicles clean and in roadworthy condition.
- Refuel vehicles as required.
- Maintain a professional and presentable appearance at all times.
- Adhere to health and safety guidelines and other relevant instructions.
- Take responsibility for the health and safety of the vehicle and users.

Come as you are. Go as all you can be.

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Required skills and qualifications:

- Minimum of 2 years clean driving licence.
- Possession of a current, clean D1 driving licence and a PCV licence (school can arrange this as required).
- First Aid Certificate & allergy training (can be arranged if needed).
- Ability to maintain accurate vehicle and user records.
- Friendly and approachable demeanour.
- Excellent communication skills with students, staff and parents.
- Smart appearance.
- Trustworthy, reliable and punctual.
- Flexible.
- Patient and able to work well with others.

Conditions of Employment

The post-holder must uphold the School's policy in respect of all matters related to Safeguarding and Child Protection. The above responsibilities are subject to the general duties and responsibilities in the written statement of conditions of employment (The Contract of Employment). The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Headmaster and Governing Body. The post-holder would also be expected to carry out any other duties that are reasonably assigned by the Headmaster.

The Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and this must not be construed. This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification at any time after consultation with the post-holder.

How to apply

Please complete an application form and send this to Zoe Fazackerley in our HR Department at hr@hallifordschool.co.uk by 31st August 2026.

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