



# WESTHOLME

<b>Job title:</b>	<b>School Minibus Driver</b>
<b>Contract Type:</b>	<b>Fixed Term Contract until 3 July 2026</b>
<b>Salary:</b>	<b>National Living Wage</b>
<b>Hours:</b>	<b>28 hours per week</b> <b>(06:15am-9:00am and 3:30pm-6:30pm)</b>
<b>Working Weeks:</b>	<b>Term Time + INSET training</b>
<b>Reporting to:</b>	<b>Site Manager</b>
<b>Start Date:</b>	<b>September 2025</b>
<b>Closing Date:</b>	<b>Monday 21 July 2025, at 9:00am</b>

## **Purpose of the job:**

The School Minibus Driver will transport pupils to and from school, adhering to school policies in relation to Health and Safety and Safeguarding. The driver will act as an ambassador for the school, ensuring to promote and act in accordance with the School's values and ethos at all times. In addition, there may be occasions when the mini-bus driver will be required to work additional hours (with notice) or transport colleagues/pupils.

## **Core duties & responsibilities:**

- Transport pupils to and from school.
- Ensure the minibus has sufficient fuel for the required journeys.
- Inspect the minibus before and after journeys.
- Ensure the minibus is kept clean and tidy.
- Ensure pupils behave in an appropriate and safe manner during transport.
- Report pupil conduct to relevant staff as appropriate.

***This list is not exhaustive but rather an indication of the main requirements of the role.***

Applicants can email the HR Manager, Mrs Jo-Ann Tierney on [tierneyj@westholmeschool.com](mailto:tierneyj@westholmeschool.com) with any questions they may have in regard to the position

*Westholme School is committed to safeguarding and promoting the welfare of children and all staff must share this commitment – please refer to our Safer Recruitment and Safeguarding policies on the website.*

*Westholme School is committed to equality of opportunity in all areas of its work. All individuals will be treated in a fair and equal manner and in accordance with the law regardless of gender, marital status, race, religion, colour, age, disability or sexual orientation.*

## Person Specification

School Minibus Driver		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (A), interview (I)
<b>Qualifications</b>		
Hold a current, clean and valid driving licence D1 unrestricted or a PCV licence or D1 restricted (car licence obtained prior to 01/01/1997)	E	A
First aid qualification	D	A
<b>Experience/Knowledge/skills/abilities</b>		
Age 25+ (for insurance purposes).	E	A/I
Previous passenger transport experience	D	A/I
Geographical knowledge of the local area.	E	A/I
Competent to undertake vehicle checks and carry out basic maintenance.	E	A/I
Ability to work as part of a team	E	A/I
Flexible attitude to work	E	A/I
Ability to work in an organised and methodical way	E	A/I
<i>Good interpersonal skills</i>	E	A/I
<i>Positive approach to customer care and service delivery</i>	E	A/I
Awareness of Health & Safety regulations	E	A/I
Be prepared to undergo additional training as required	E	A/I
<b>Other</b>		
Commitment to safeguarding and protecting the welfare of children and young people	E	A/I
Commitment to equality and diversity	E	A/I
Commitment to health and safety	E	A/I
Willingness to work occasionally outside of contracted hours	D	A/I