

JOB ADVERT

MINIBUS DRIVER

Vinehall School is a co-educational day and boarding Prep School for children aged 7 to 13, which includes a Pre-Prep department for children aged 2 to 6 years. We are seeking a minibus driver to join our team who operate a pick-up and drop off service in the morning and after school (Monday – Friday).

Requirements/Tasks

The Role Holder will be a reliable, responsible and experienced driver who will provide a friendly and professional service to the pupils. He or she will:

- Hold a full UK driving licence (D1 entitlement preferred) and have no more than three penalty points for a minor offence;
- Have at least three years of driving experience;
- Be required to collect pupils from specified pick-up points in the morning and deliver them to specified drop-off points at the end of the school day;
- Perform preparatory maintenance checks (lights, tyres, fuel, horn, mirrors) before each journey and record details of each trip;
- Be responsible for the safety and comfort of the passengers and drive courteously, and with due care and attention at all times;
- Comply with the rules and procedures for driving school minibuses that are laid down in the School minibus policy.

Drivers are required to be smartly dressed at all times and wear a hi-visibility vest.

Hours of work

In line with School requirements and by mutual agreement but usually 18 hours per week (weekdays (less Wednesday afternoon) between 6.00–8.00am and 5.30–7.30pm).

Term-time only – approximately 34 weeks a year.

Salary

£11.00 per hour (plus holiday pay).

Safeguarding

All Vinehall staff must have a satisfactory Enhanced Disclosure and Barring Service (DBS) certificate. Vinehall is committed to promoting the safeguarding and child protection of pupils. The post holder's is required to adhere to and ensure compliance with the School's Child Protection Policy at all times.