Candidate Information

TONBRIDGE SCHOOL

MINIBUS DRIVER

Part time, term time



JOB DESCRIPTION

Job Title Minibus Driver

Reporting to Facilities Manager

Main Purpose To drive a minibus to collect Tonbridge School boys from various points on one of the designated routes in the mornings

MAIN DUTIES

- Drive a minibus in the morning to collect Tonbridge School pupils and bring them to School.
- Drive at all times in compliance with current UK road traffic law and the Highway Code.
- Ensure the safety of passengers using the School minibus, including at pick up and drop off locations
- Complete a daily registration of passengers for the route.
- Check the vehicle before and after each journey to ensure roadworthiness.
- Ensure the vehicle is clean and tidy before and after each journey.
- Report any vehicle defects, faults, incidents and accidents on return to Tonbridge, as appropriate.
- Keep up to date with relevant legislation and statutory requirements.
- To undertake any reasonable request or other related duties as required by your Line Manager.

CONFIDENTIALITY

The successful candidate must maintain the confidentiality of information regarding Tonbridge School and The New Beacon, its staff and its business. Information must not be communicated to other persons in or outside our Schools except in the recognised course of their duties.

SAFEGUARDING

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he or she is responsible, or with whom he or she comes into contact will be to adhere to and always ensure compliance with the School's Safeguarding and Child Protection Policy. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in our Schools he or she must report their concerns to the Designated Safeguarding Lead or to the Headmaster.

PERSON SPECIFICATION

Qualifications

- Hold a valid UK Category D (manual) driving licence including current photo card.
- Have incurred no more than 3 points on your driving licence.
- Be at least 21 years of age for insurance compliance.
- A First Aid qualification would be an advantage, but training will be provided.
- **Appointment to this role is subject to the successful completion of a Tonbridge School minibus assessment.**

Experience

- Previous experience of minibus driving or similar.
- The ability to respond and remain calm in emergency situations.
- Excellent verbal communication skills with an ability to deal with a wide range of people including staff, pupils and parents in a professional and friendly manner.
- Good understanding of transport legal and regulatory requirements.
- Knowledge of the local area.

Personal Attributes

- Reliable, honest and trustworthy with the ability to exercise discretion, understanding and confidentiality in the execution of duties.
- Conscientious and professional with a good sense of humour.
- Efficient, well organised, with a flexible and professional approach.
- Awareness of issues involved in working within an educational environment.

HOURS OF WORK

This is a part time, term time post of 2-2½ hours per day, normally 6.30am to 9am, Monday to Friday, in term-time.

There may be some flexibility with times of work, and occasions when additional hours are required or working hours may be varied from time to time, by mutual agreement, to meet the demands of the School.

REMUNERATION AND BENEFITS

£17.75 per hour including proportionate holiday pay.

Uniform provided.

Generous benefits package including:

- Pension scheme
- Staff fee remission
- Staff car parking
- Cycle to Work scheme
- Subsidised Sports Centre membership (staff rates)
- Subsidised EMF Theatre tickets (selected performances)
- Membership of the School Library

Tonbridge School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to any post, including checks with past employers and the Disclosure and Barring Service.

APPLICATION PROCESS

SUBMITTING AN APPLICATION

Full details and an application pack may be found at: **https://www.tonbridge-school.co.uk/careers/**

Apply via our online application form or, send your completed application form to:

hrdept@tonbridge-school.org

01732 365555

Closing Date: Monday 23 November 2026 at 10am

We reserve the right to interview and appoint prior to the closing date for applications, so early applications are encouraged.

TONBRIDGE
ONLY CONNECT

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+44 (0)1732 365555
hrdept@tonbridge-school.org

TONBRIDGE-SCHOOL.CO.UK

Tonbridge School is a registered charity No. 1097977
The information contained in the brochure is accurate at the time of going to press

475
TONBRIDGE SCHOOL