

# Minibus Driver

May 2025





# Welcome

**Thank you for your interest in Haileybury. This is an exciting opportunity to join a highly successful school which is moving forward with confidence and a real sense of purpose. Haileybury was last year chosen as the 'Boarding School of the Year' by TES and, in 2023, was announced as the UK's best fully co- educational IB school.**

Haileybury is a dynamic, outward-looking and future oriented school. We want our pupils to leave school with the values, skills and credentials they will need to thrive. We want our provision to be 21st Century relevant. We have recently completed a world class STEM facility, which allows our pupils to take part in research projects no other UK school can offer, and only a handful of other schools around the world can provide. Our attention is now turning to our next set of ambitious ventures.

We are ambitious and we pursue excellence, but Haileybury's success is built on the strength of each person's commitment to doing the very best they can for our school. If you feel excited by the prospect of being a member of a dynamic and successful team, then we would welcome your application.

**Eugene du Toit**  
The Master



# The School

**Haileybury is a co-educational boarding and day school for pupils aged 11-18. There are currently over 900 pupils at the School. Demand for places and pupil numbers has increased dramatically in recent years.**

The Haileybury of today enjoys an excellent worldwide and national reputation. This reputation is primarily based on the very high standard of education that is provided at the School. This was reflected in the report written by the ISI Inspection team who visited the School in October 2022. The report gives a clear picture of a progressive, ambitious school which offers its pupils the very best all-round education. A copy of the report can be viewed [here](#).

Haileybury is a dynamic, outward-looking and future-oriented school. It aims to provide high academic achievement, outstanding pastoral care and a rich and varied co-curricular programme; we want our pupils to leave school as confident, rounded and ambitious individuals. As a large, diverse community, the fundamental values of service, empathy and respect are essential. Pupil voice is important and there are many opportunities for pupils to express their opinions, including an active Pupil Senate. The team of teaching and operations staff are dedicated and highly professional.

Haileybury comprises a dedicated Lower School (Years 7 and 8), a Middle School for Years 9-11 and a Sixth Form of around 360 pupils. All senior pupils are boarders or day pupils in one of the 12 senior Houses. There is also a junior boarding House and a junior day House. The Houses are set within the extensive campus grounds, and most of the teachers are also accommodated within 5 minutes walk of the School. The sense of community at the School is especially strong.

Haileybury has a vibrant academic culture. Its curriculum model is distinct and in the Sixth Form pupils have the choice of following the International Baccalaureate Diploma Programme (IBDP) or A levels. The most popular UK university destinations include Oxbridge and the Russell Group; Haileybury's pupils also achieve places at top North American and European universities.

Haileybury has a strong international dimension with two partner schools operating in Kazakhstan, and one each in Bangladesh and Malta. Haileybury is the sponsor of Haileybury Turnford, a nearby academy, and enjoys a well-established partnership with the school.



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# The role

The purpose of the Minibus Driver is to safely transport pupils to and from the School, ensuring they arrive in time for the commencement of the school day and are collected punctually after school, during term time. Being responsible for the safety, comfort and welfare of the pupils, the post-holder must handle general care of the vehicle before and after each school run. In addition, the role will involve any other reasonable driving requests.

The post-holder is required to carry out duties as specified within the Transport Department Policy and Procedures, Emergency Action Plans, Health and Safety Policy and Working Instructions.

The successful candidate will hold a current driving licence and the required categories (D/D1)

The Minibus Driver is required to cover the following shifts during term time; Monday-Friday, 6.30 am - 8.30 am, 6.25 pm - 8.25 pm and Saturday 6.30 am-8.30 am. The post-holder will be required to work reasonable additional hours as necessary for the proper performance of their duties.

We welcome applications from candidates who may wish to be considered for the morning or evening shifts only.

The Minibus Driver will report to the Operations Manager.

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role.

This job description will be reviewed annually as part of the School's annual performance review process.



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# Responsibilities

- Check the minibus prior to driving to ensure that there are no faults.
- Complete a mileage record sheet, found in each vehicle, for each bus run.
- Drive to and from designated pick up points, ensuring that the pupils are picked up on time and arrive at their destination in a timely manner (traffic and weather permitting).
- Ensure the side passenger door is used by the pupils to enter and leave the minibus.
- Return the minibus to the parking area, remove rubbish from the vehicle and ensure that it is left clean and tidy, including clicking the seatbelts together and making sure they are in good working order.
- Check the minibus and report any faults or damage to the Operations Manager at the earliest opportunity.
- Ensure that the minibus is left locked with all doors and windows closed.
- Be responsible for ensuring that the minibus is not left completely or nearly empty of fuel.
- Report all complaints and incidents with pupils, parents or the public to the Operations Manager on return to the School.
- Not enter into any agreement with parents for picking up and dropping off pupils at any points not agreed at the time of booking with the Operations Manager.
- Take all reasonable steps to ensure the safety and well-being of pupils under your care and supervision as Minibus Driver; this includes ensuring that pupils within your care remain well behaved.
- Establish and maintain effective communication channels and efficient/ effective working relationships with other members of the Transport team, colleagues and third parties.
- Keep the management team up to date and informed about all allocated areas of responsibility and to report any significant problems as appropriate and within a reasonable time frame.
- Undertake appropriate training to ensure that skills remain up-to-date and commensurate with the first-class service required for this role.



# Other requirements

## **Safeguarding and Child Protection**

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

## **Health and Safety**

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

## **Equality and Diversity**

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

## **Code of Conduct**

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

## **Data Protection**

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.





# Person specification

## Qualifications

### Essential

- Full UK driving licence with categories D or D1
- Good general level of education (to GCSE level or equivalent)

## Knowledge, Skills and Experience

### Essential

- Ability to drive a minibus in built up areas and country roads
- Ability to understand and operate within a school environment
- Good literacy and numeracy skills
- Excellent communication skills
- Excellent customer service skills

### Desirable

- Experience of driving a coach or minibus

### Personal Attributes

- Ability to work in a environment that promotes the safety and wellbeing of children and young people
- Ability to communicate effectively with people at all levels both internally and externally; ability to relate to young people
- Well organised with the ability to work under pressure
- Ability to work unsupervised and use own initiative
- Willingness to work flexibly when required, and the ability to adapt to the needs of the role
- Discretion, tact and diplomacy, and the ability to maintain strict confidentiality
- Conscientious, punctual, trustworthy and reliable



# Benefits

Staff have the opportunity to utilise the School's wonderful facilities including fitness suite, swimming pool, and tennis centre, at certain times, and participate in the Cycle to Work scheme.

Staff are also provided with lunch within our magnificent dining hall.

Other benefits include pension and group life assurance.

Professional development and learning sit at the heart of the School, and the successful post-holder will be joining a vibrant intellectual community.

Our staff body is collegiate and supportive, and staff wellbeing is prioritised. The School has a full-time Health and Wellbeing Centre and Chaplain.





# Application process

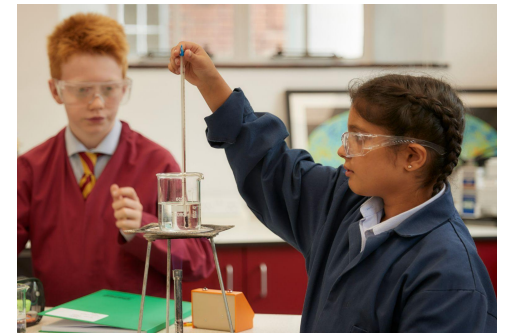
To apply for this position, please complete the application form in full, with reference to the candidate brief, and return it to [hr@haileybury.com](mailto:hr@haileybury.com) by **midday** on **Friday 13 June 2025**.

Please be aware that we cannot consider an application unless the application form has been filled in completely, including details of your full employment history.

The School reserves the right to make an appointment before the closing date; candidates are therefore encouraged to apply as soon as possible.

The School has a diverse pupil body and is committed to its strategy of equal opportunity, diversity and inclusion. We encourage applications from candidates with a wide range of backgrounds to enrich our collective knowledge and experience. Appointments will be made on merit.

Haileybury is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants for the above post must be willing to undergo child protection vetting, including reference checks with previous employers, prohibition checks and a criminal record check via the Disclosure and Barring Service.





Haileybury

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