



QUEENS' SCHOOL

Dare to be Great

Minibus Driver

Role:	Minibus Driver
Reporting to:	Estates Manager
Purpose:	To drive students to events in the school minibus
Main Responsibilities:	To drive the school minibus in a responsible and competent manner, ensuring the safety of the passengers, other road users, members of the public and yourself at all times.
Grade:	Hourly rate
Hours:	Flexible

Responsibilities

- Driving the school minibus
- Safety, comfort and welfare of the children
- Carry out driver's daily and weekly vehicle checks, and to carry out basic maintenance.
- Report any vehicle defects, faults, incidents and accidents
- Cleanliness of vehicles, inside and out and ensuring the vehicle is in a clean and roadworthy condition before and after use
- Refuelling vehicles as required
- Maintain accurate records of vehicle usage
- Maintain accurate records of the children using the service each day
- Plan alternative road routes to and from school when necessary and keeping the school informed of any changes

General

- To undertake first aid training and be on the register to administer first aid to pupils if required

Training & development of self and others

- As a professional set personal targets and take responsibility for own continuous professional development.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work

This job description may be subject to review and/or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests

OTHER SPECIFIC DUTIES

- To carry out the duties in the most effective, efficient and economic manner available
- To support the school ethos
- To maintain confidentiality at all times
- To carry out and communicate Queens' School's values in all aspects of work
- To contribute to the safeguarding and promotion of the welfare and personal care of students with regard to Child Protection Procedures

In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post at the appropriate grade.

Signature	Date

September 2026