Marymount
INTERNATIONAL SCHOOL LONDON

Candidate Information Pack



School Transport Driver (Part time, Term time)

George Road, Kingston upon Thames KT2 7PE United Kingdom +44 (0)20 8949 0571
www.marymountlondon.com
Registered Charity No: 1117786 Registered Company No: 5325717

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About the School

Marymount International School, London, is an independent, Catholic, day and boarding, IB school for girls ages 11-18. We welcome bright, curious and motivated students from many different cultures and backgrounds, and we are proud to be the first all-girls' school in the UK to offer the International Baccalaureate programme, positioning ourselves as a leading school that consistently achieves excellent results.

At Marymount students learn in a supportive and inclusive environment, where they are encouraged to grow with confidence – academically, personally and socially. Our seven-acre campus, just twelve miles from central London, offers a peaceful and inspiring place for both students and staff to learn, teach, and collaborate.

We value who our students are just as much as what they study. Whether exploring ideas in our STEAM Hub, debating in class, performing on stage, or learning a new language, our students are encouraged to develop curiosity, creativity, critical thinking and teamwork. With over 40 nationalities represented, Marymount is a diverse and internationally-minded community, where different perspectives are welcomed and celebrated.

As part of a global network of 21 RSHM schools, we benefit from shared projects, exchanges and festivals, which further daily life at Marymount.

Our holistic approach to education helps student to thrive in every area of school life and prepares them for success beyond Marymount. Our graduates go on to excellent universities around the world, as global citizens prepared to contribute positively and make a difference in the world.

Marymount International School is a friendly and happy school where staff are valued and enjoy a professional and supportive working environment. Staff development is a high priority and there are many opportunities for CPD.



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About the role

We are seeking a new School Transport driver to join our Maintenance and Facilities Team. This is a **part time, term time role** with the normal hours of work from 6.30am to 8.30am and 4.00pm to 8.00pm, Monday to Friday. **Additional hours may be needed on an ad hoc basis, either during the day or at weekends.**

The driver will take over an established route and drive either our **16 seater minibus or our 9 seater electric bus.** Reporting to the Bursar via the Assistant Accountant, the successful candidate will have responsibility for running a punctual service along a specific transport route to and from school, ensuring that students travel safely.

Main Duties and Responsibilities

- To drive the School vehicle on a set route, ensuring a timely service both at the start and end of day.
- To drive the School vehicle on an ad hoc basis when there are activities that require transport.
- To comply with all statutory and School regulations regarding the driving of School vehicles.
- To ensure passenger safety at all times.
- To liaise with the Bursar on a regular basis, to manage issues as they arise and ensure an excellent service.
- To behave in an appropriate manner so as to present a good image of the School to girls, parents and members of the public.
- To observe Health & Safety regulations.
- To clean and re-fuel allocated vehicle/s on a regular basis.
- To undertake any related tasks that may reasonably be requested by the Bursar, working as a team member and being prepared to support colleagues during busy periods. A willingness to work additional hours at other times.
- Committed to operating as part of the School community.

Fault Checking

- Drivers are to check their vehicle before setting out on any journey. (A suggested check list includes water, oil, fuel, seat belts, lights, tyre pressure, brakes). If not satisfied with the safety of the vehicle, the driver should report to the Business Office.
- Any fault discovered while driving should be reported to the Business Office as soon as possible.

Other Duties

- Attendance and support at key School events, when required.
- Identify personal training needs and participate in training and performance development whenever required.
- Any other duties as required by the Bursar and commensurate with the post.

Routes

School Transport drivers will be given a general route plan by the Business Office which will be detailed for a journey. Drivers should not deviate from these routes apart from obvious diversions for traffic problems, etc. Drivers should not take instructions for route deviations from any passengers.

Marymount
INTERNATIONAL SCHOOL LONDON

Accident Procedure

School Transport drivers should be familiar with the School's protocols in place on how to respond in the event of an accident. After an incident, however minor, the Driver should inform the Business Office as soon as possible.

Safeguarding

- Committed to safeguarding and promoting the welfare of children and young people
- Model professional conduct at all times
- Attends all required safeguarding training and adheres to the School's Policies

Mission and Ethos

- Strong alignment with the mission, vision, and values of Marymount International School
- Supports and embodies the Catholic ethos and values of the school
- Genuinely committed to student wellbeing, character development, and community engagement
- Willingness to contribute actively to the spiritual, co-curricular, and pastoral life of the school

Conduct of Drivers

- Drivers are employees of Marymount International School and should conduct themselves appropriately at all times as representatives of the School.
- Drivers are NOT permitted to smoke / vape while driving, nor in the vehicle at any time.
- Drivers are NOT permitted to use a mobile phone while driving or while the engine is running.
- Drivers are NOT permitted to drink intoxicating liquors or be unfit for work owing to the influence of alcohol or drugs while on duty as drivers,
- Any driver who is undergoing a course of medical treatment which involves the use of drugs should seek advice from the Bursar or Deputy Bursar before undertaking a journey.

Conduct of Passengers

Unless a member of staff is travelling with students, in which case he/ she will be responsible for their discipline, the driver is in complete charge of the vehicle. His/ her instructions are to be obeyed by passengers. Even when another member of staff is travelling, the driver's decision is final on anything affecting the safety of the bus or passengers. The driver and all passengers are required to use the seatbelts provided.

The Person

Essential

- Reliable, personable, good team player
- Take pride in their work and vehicle
- Use initiative but can also follow procedures and protocols
- Professional and friendly demeanor
- Flexibility, enthusiasm and shows commitment
- Ability to create a calm and caring environment

Marymount
INTERNATIONAL SCHOOL LONDON

Knowledge and skills

- Full, clean valid UK driving licence (D1 licence required for 16 seater bus)
- Good verbal and written English
- Good ICT skills in Microsoft Office (e.g. email, Teams), using Apps

How to apply

To apply, candidates should complete the School Application Form (on our website) together with a cover letter addressed to Mrs Margaret Giblin, Headmistress, Marymount International School, London. Please email these (both as PDF files) to Ruth Bowley, Deputy Bursar, at hr@marymountlondon.com Mrs Bowley can also be reached by calling the Business Office on 020 8949 0571, ext. 204.

Closing date for applications: 30 November 2026
Interviews at school: as soon as possible after the closing date (or earlier if possible)

Early applications are encouraged and will be reviewed upon receipt. Shortlisted candidates may be invited for an interview before the closing date. We reserve the right to appoint in advance of the closing date.

Salary: **£14.95/ hour**
Start date: **January 2027 or sooner if possible**

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