

CANDIDATE INFORMATION PACK

Minibus Driver

Part Time - 15 hours per week / 3 hours per day (3-6 PM), term time only | For January 2027 | Closes 4pm Friday 20 November 2026

Unlock *Her* Future





Join one of the *highest performing* all-girls' school in the North West

Thank you for your interest in the position of Minibus Driver at The Queen's School. This is a wonderful and exciting opportunity to work for a thriving school with ambitious plans. Reporting to the Estates Manager, the successful candidate will be responsible for transporting pupils from School and taking reasonable measures to safeguard passengers at all times, as well as conducting necessary checks and inspections to ensure vehicles are roadworthy prior to travel.

The Queen's School is an all-girls', academically selective independent school with an excellent reputation for its caring and nurturing environment, so this is role for someone who will work well within the existing Queen's family/team.

The Queen's School has a strong community spirit, with colleagues who support one another and take pride in being part of a tight-knit and high-performing team. The first-choice school for happy, confident, future-ready girls, our approach brings together strong academic standards, a city-powered cocurricular and enrichment programme, and highly personalised pupil support.

I look forward to receiving your application.

Joanne Keville
Head



JOB DESCRIPTION – MINIBUS DRIVER

Responsible to: Estates Manager

Objectives of the post:

- To be a minibus driver for the school's morning and/or afternoon home/school transport provision
- To provide occasional cover for other school–related journeys
- To carry out routine safety checks on the minibuses

Key responsibilities:

- Operating the school's bus routes, collecting students from school and delivering them to given drop-off points in the afternoons; there may be a requirement on occasions to provide additional cover; any additional hours will be paid at your usual basic rate of pay;
- Liaising directly with parents when necessary;
- Maintaining accurate records of journeys undertaken by pupils;
- Observing good driving practice, including speed restrictions, parking and the Highway Code;
- Ensuring that the minibuses are kept clean and in good, roadworthy condition, including, but not restricted to:
    - Weekly cleaning of the buses both inside and out;
    - Ensuring that signs inside the bus are properly attached and in good condition;
    - Regular visual inspections of the minibuses, including checking of tyres, lights, oil, water and fuel and ensuring basic maintenance is carried out as per the minibus check sheets;
- Ensuring that any additional work required is reported immediately;
- Re-fuelling vehicles as necessary;
- Adhering to all school policies including health and safety guidelines for minibus drivers;
- Providing appropriate personal information when required, for example driving licence quarterly check;
- Attending relevant training courses;
- Disclosing of any driving offences, convictions or restrictions and any health issues that could affect the ability to drive a minibus immediately to the Line Manager;
- Promoting and safeguarding the welfare of the children and young persons for whom they are responsible or come into contact with and adhering to and ensuring compliance with the school's Safeguarding Policy at all times.

The post holder may also be required to perform any other duties as may be reasonably required as far is relevant to the post holder's grade and level of responsibility, for which the post holder has the necessary experience and/or training. Responsibilities may be subject to review from time to time and amended to reflect changing circumstances.

PERSON SPECIFICATION – Minibus Driver

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential These are qualities without which the Applicant could not be appointed	**Desirable** These are extra qualities which can be used to choose between applicants who meet all of the essential criteria
Qualifications	• Clean and valid UK driving licence and be 21+ for licence and insurance purposes • Full D1 or D entitlement on driving licence is essential	• Valid First Aid qualification
Experience	• To have experience driving a minibus, HGV or PSV	• To have worked in an educational environment • To have experience working with young people
Skills and personal competencies	• Pleasant and approachable personality • Patient manner • An ability to communicate with a range of people • Organisational skills • Willingness to be flexible in working arrangements and work at short notice if the need arises • Initiative to plan their own work schedule • Ability to work as a member of a team • Capability to maintain accurate vehicle and user records • Competent to undertake daily and weekly vehicle checks and carry out basic maintenance • Commitment to the safeguarding of children and young people	
Knowledge	• Road-worthiness checks and ability to generally maintain motor vehicles	• Safeguarding children and young people

BENEFITS

The successful candidate will be offered an attractive and competitive package reflecting the significance of this role. The package has several other benefits including:

- A strong sense of community
- Supportive colleagues
- Staff pension scheme
- Discounted school fees
- Subsidised meals and refreshments available
- Access to 24/7 online GP and other health and well-being experts
- On site parking if required
- Regular social events

NOTES

We hope that this brochure provides you with plenty of detail about the role and the School in general. If, however, you have any other specific questions you would like answered before deciding whether to make and application, please email the Human Resource Department at recruitment@thequeensschool.co.uk .

APPLICATION PROCESS

Please read all the information provided before completing your application. All applications should be made electronically.

Key Dates:

- Closing date: **4pm** on **Friday 20 November 2026**
- Interviews: Scheduled for **w/c 23 November 2026**
- Start date: **5 January 2027**

When completing your application, you should submit:

- The School's official application form – available on the School website.
- Please note that applications will **only** be considered on the School's application form.
- A letter of application, (no more than one side of A4) which should include your reasons for applying for the position. This becomes particularly crucial if your situation involves significant factors such as a notable change in pay, a shift in career, or relocation. Please address to the Human Resources Department and submit by **4pm** on **Friday 20 November 2026** by emailing: recruitment@thequeensschool.co.uk.
- Please do not send testimonials, certificates, or examples of work etc.
- **It is The Queen's School policy that feedback will not be given following application.**

Guidance for the completion of the 'Personal Statement' section

This is an important section of the application as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements. You should give clear examples of impact rather than simply stating that you possess certain skills and abilities or simply outlining all your experiences whether relevant or not.

References
Shortlisted applicants are advised that references will be taken up prior to interview. All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of the references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children. If you are or have been employed within a school, then one reference must be from the Head of your current school, or the last school at which you worked. Neither referee should be a relative or someone known to you solely as a friend.

Online Checks
In line with statutory requirements and KCSIE guidance, the School will undertake relevant checks on publicly available online and social media presences. Any concerns or issues arising from the checks will be discussed as part of the Safer Recruitment processes as appropriate.

Shortlisting and Interviews
If you are shortlisted, your visit will involve a brief session with our Human Resources Department, to undertake several checks we are required to carry out by the Department for Education (DfE). These include the requirement for a satisfactory criminal records check at enhanced level through the Disclosure and Barring Service (DBS); and checks to verify your identity, address, right to work in the UK (you will be asked to produce your passport and/or visa before commencing work), qualifications and overseas checks (if relevant). A list of valid identity documents will be sent to you in advance of your interview. Successful candidates will also be asked to confirm that they are medically fit to carry out the duties associated with this post.

During your visit with our Human Resources Department, if you have not done so already, you will be required to sign your application form to declare that the information you have given is accurate and true.

Please notify the School if you have any disability for which special arrangements need to be made for either the interview or if the position is offered.

All interviewees must bring original documents confirming qualifications and professional training, and three identification documents:

- at least two of the following: passport, driving licence photocard, birth or marriage certificate (evidencing change of name)
- and one document evidencing address: driving licence, council tax bill, or recent financial statement or utility bill dated within the last three months.

If you are unsuccessful, please be assured that photocopies of documents taken will be destroyed. Should you have any other questions relating to the post, please contact the School at **recruitment@thequeensschool.co.uk.**



Conditional Offer of Appointment

At Queen's we are committed to safeguarding and promoting the welfare of children and young people. Any offer to a successful candidate will be conditional upon the following:

- Verification of identity;
- Verification of qualifications and professional status;
- Satisfactory criminal records check at enhanced level through the Disclosure and Barring Service (DBS);
- A check against the Barred List;
- A Prohibition from Teaching check if applicable;
- A Prohibition from Management check if applicable;
- Where the successful candidate has worked or been resident overseas for three months or more in the previous ten years, such checks and confirmations as the School may require in accordance with statutory guidance;
- Verification of the right to work in the UK;
- Receipt of at least two satisfactory references;
- A check for gaps in your employment history;
- Verification of medical fitness - completion of a pre-employment medical declaration;
- Satisfactory completion of the probationary period.

It is the School's policy to employ the best qualified team and to provide equal opportunity for the advancement of our team, including promotion and training, and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age.



THE QUEEN'S SCHOOL

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