

Job Title	Flexible Minibus Driver
Reports to	Director of Facilities
Hours	Flexible contract – Part Time, Term Time Only – 15 or 30 hours per week Monday to Saturday Transporting pupils to and from Repton Prep School as required (approx. 2.5hours per journey) AM shifts on a set Rota – 6am to 8.30am PM shifts on a set Rota – 5.30pm to 8pm, or 3.30pm to 6pm on Wednesdays
Holidays	Included in rate of pay
Qualifications	• Hold a valid clean driving licence with D1 entitlements • Professional driving experience preferred
Location	Repton Prep
Salary	£12.50 per hour plus holiday pay
Benefits	Company Pension Scheme (if applicable) Free membership of Repton Sports Centre
Role Overview	
The Minibus Driver has a key role in providing a reliable minibus service for our pupils, transporting them to and from the School, following routes and timetables as instructed. The selected individual must be flexible and have a can-do attitude.	

Role Responsibilities

- Work as a member of the school minibus team.
- Carry out visual checks of dashboard to monitor gauges, lights and indicators.
- Report defects as required.
- Log mileage of all journeys.
- Re-fuel minibus as required.
- Safely transport children to and from school to various destinations.
- Ensure passengers are properly secured in seat belts.
- Adhere to bus route stops and timings.
- Carry out minor maintenance in emergencies.
- Communicate with parents when required.
- Drive safely within specified speed limits and do not exceed 60 mph.
- Refrain from smoking, eating and drinking in the minibus.
- Observe the Highway Code.
- Escort Pre-Prep children to the Pre-Prep Department.
- Take care of any school equipment entrusted into your keeping.
- Ensure safe storage of luggage.
- Comply with the Transport Policy.
- Uphold health and safety and safeguarding procedures at all times.

Person Specification Candidate Profile

- Excellent driving ability
- Understand and respect traffic laws
- Knowledge of local area, especially driving routes
- Good verbal communication skills for interacting with pupils
- Conflict resolution for managing the behaviour of pupils
- Vehicle safety knowledge for performing bus inspections

Other Important Information

Safeguarding

Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact is a critical part of all roles at Repton / Repton Prep.

Under the Sexual Offences Act 2003 it is a criminal offence for a person over 18 (e.g. teacher, matron, sports coach) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child.

Moreover, whatever the age of the pupil, a sexual relationship between an employee and a pupil will be considered an abuse of a position of trust and gross misconduct, likely to result in dismissal.

Health

The successful applicant will be required to complete a Health Declaration once a formal offer of employment has been made and accepted.

Children Act and Referees

Successful appointment will be dependent upon statutory criminal conviction checks including an enhanced DBS Check in accordance with the Children Act, as well as favourable reports from two referees. It will be assumed that the School may contact your nominated referees without further reference to you, unless you specify any alternative arrangements.

Child Protection Policy

All applicants must be familiar with our Child Protection Policy which can be found at [Repton School Policies | Policies | Repton School](#)