



CATERHAM
SCHOOL

SCHOOL MINIBUS DRIVER

To start: September 2026



Tes Schools Awards 2023

Winner

Independent Senior School of the Year



ABOUT CATERHAM

Caterham is consistently recognised as one of the leading co-educational schools in the country. We are committed to providing an environment in which all pupils are challenged to be the best they can be, and one in which pastoral care and well-being underpin academic, co-curricular and sporting excellence.

We believe in providing an education for life for all Caterhamians and we seek to ensure that the learning experience at our school blends the best of tradition with the exciting opportunities provided by new technology. Learning how to learn is a key facet of a Caterham education and is an essential skill for life in the twenty-first century. We believe that a truly excellent school is about more than academic achievement alone: it is also about developing a passion for learning; a capacity for independent and critical thinking; self-awareness and resilience; self-confidence without arrogance and genuine interests that extend beyond the confines of the classroom.

At Caterham School we focus on developing the whole person, aiming to ensure that each pupil leaves here ready for the challenges of life at university and beyond, and understanding their responsibilities towards others. We want our pupils to leave Caterham well equipped to engage positively with a rapidly changing world as accomplished problem solvers and innovators, confident in their ability to lead and with a clear appreciation of and respect for the views and potential of others.



CANDIDATE PROFILE

The School Minibus Driver will be based at both Hawthorne Prep School and Caterham School. Hawthorne Prep School is part of the wider Caterham Family of Schools. Caterham Prep Schools sits within a glorious 55 acre site surrounded by extensive woodland area, which provides the space and unique educational experience for the children to connect with themselves.

Hawthorne Prep has developed an outstanding reputation for helping children to realise their full potential. By providing opportunities for all to succeed, children leave as confident individuals, well prepared for their progression to senior schools.

Child Protection

The School is committed to safeguarding and promoting the welfare of children and the post-holder is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact and will adhere to and ensure compliance with the School's child protection policies at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School they must report any concerns to the School's Designated Safeguarding Lead. The School may carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media accounts, as part of their application.



THE ROLE AT CATERHAM

The School Minibus Driver will be reliable, organised and customer focused. The primary role of this position is to carry pupils to and from School safely at the beginning and end of the School day during term time (34 weeks of the year); whilst maintaining high driving standards as a vocational licence holder. Additional pre-arranged weekend work may also be required. The post reports to the Transport Manager.

The Chief Operating Officer has overall responsibility for the non-teaching staff throughout the School. In particular, the Driver will:

Key Responsibilities summary:

Driving School minibuses and other vehicles as required.

Ensuring the students are transported safely, following traffic regulations at all times.

Carrying out pre and post journey vehicle checks including fuel check, tyre check, as specified in safety checklist.

Reporting to the Transport Manager and updating any damages or defects to the vehicle promptly.

Ensuring the vehicle is clean inside and outside.

Ensuring the vehicle is fuelled for the next use.

Assisting and supervising passengers as necessary.

The role may require within reason, to perform additional duties.

To be committed to safeguarding and promoting the welfare of children and young people.

Attributes:

Calm and effective under pressure.

Confident and working with young people.

Possess a conscientious, approach and flexible attitude towards working colleagues and the workplace.

Well presentable.

Work under own initiative.

Able to communicate effectively with pupils, parents and staff.

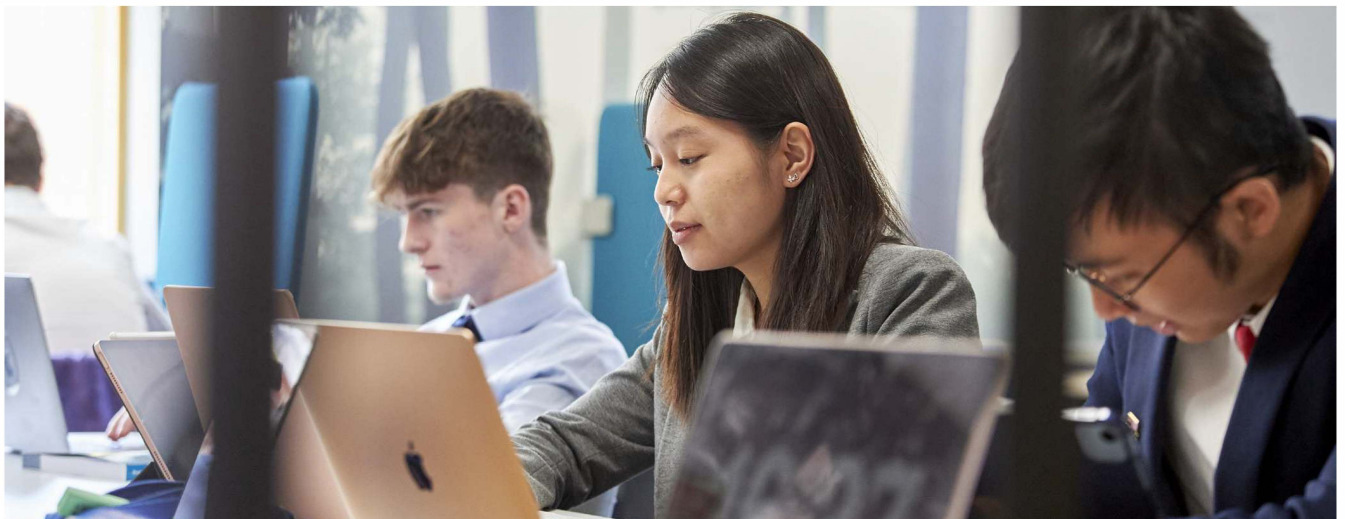
Skills, Qualifications and Experience:

Possess a full D1 (101) or D PVC clean, valid driving licence.

Pass a minibus driving assessment and undertake any further training or assessment as appropriate.

Personally committed to the School's aim to be one of the finest co-educational schools in the country.

Ability to recognise and manage risk



TERMS & BENEFITS

We pride ourselves on the best support and care for our academic and Professional Services staff – a school is only as strong as those working within it. As such, our staff enjoy a range of benefits and enjoy the strong sense of community that pervades the School.

Hours

Normal hours of work will be as required to manage a bus route to and from schools during term time (34 weeks). Shifts available:

Morning	6.45am - 8.45am
Afternoon / Evening	3.45pm - 7.45pm (30 min unpaid break)

Applications will be considered from those only interested in the afternoon/evening shift in addition to those for the full role.

Annual Leave

Five weeks paid annual leave in addition to Bank Holidays pro rata.

Salary

Salary is commensurate with qualifications and experience. Salaries are reviewed annually on 1st September.

There is a probationary period of 12 months and the appointment is subject to employment vetting checks including a satisfactory references and a Disclosure and Barring Service check.

Counselling and Legal Advice Service

A free, confidential 24 hour telephone service available 365 days per year.

Pension Scheme

Professional Services staff are eligible to join a stakeholder pension scheme, this includes an employer's contribution of up to 10%.

Subsidised Sports Centre Membership

Subsidised Membership to Caterham School's Sports Centre with extensive fitness suite, 25 metre indoor pool, sports hall and programme of fitness classes.

Cycle Scheme

A salary sacrifice scheme which provides vouchers available for a wide range of suppliers and includes e-bikes and accessories.



APPLICATION PROCESS

You can complete the application online via the school website at:

<http://www.caterhamschool.co.uk/about/careers/teaching-vacancies>

If you have any questions or queries, please contact human.resources@caterhamschool.co.uk or call 01883 343028

This appointment is to start as soon as possible.

The closing date for applications is 9:00am on Friday 18 September 2026.

Applications will be reviewed as they are received. The School reserves the right to appoint at any stage of the recruitment process; early applications are therefore encouraged.

Caterham School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to an enhanced DBS check.

caterhamschool.co.uk





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