



EPSOM
COLLEGE

Minibus Driver



Welcome to Epsom

Thank you for your interest in our school. I am into my second year here and can tell you – both as a parent and Head – that Epsom is a very special place. We're fortunate to have beautiful grounds, wide-open spaces and excellent facilities.

Our academic results are strong, and we're proud of our sport, co-curricular programme and pastoral care. What strikes me most, however, is the warmth of our community, the genuine enthusiasm of our pupils, and the dedication of staff who truly care about every child in their charge.

INDIVIDUAL ATTENTION

Epsom College has a clear mission: to help young people to lead fulfilling lives and make meaningful contributions to the world.

We're pleased that our pupils consistently achieve strong academic results – 91% securing A*-B at A-level – and they follow diverse paths to top universities, pioneering startups, creative ventures, and entrepreneurial pursuits. Yet academic excellence is just the foundation.

I hope our pupils will leave with memories, friendships, ideas and imagination that will serve them for life.

I want them to discover talents they didn't know they had and to develop the confidence to tackle whatever challenges await them. I encourage them to take appropriate risks, to ask thoughtful questions, and to pursue their passions with determination.

NATIONAL RECOGNITION

We're grateful for recent recognition: The Sunday Times named us the UK's most-improved school in 2024, School Sport magazine ranked us as the leading co-ed school in South East England, and Tatler describes Epsom as a school that "constantly burnishes" its reputation.

But we continue to evolve. And our future success depends on the quality of the staff we bring into our community. I hope you come and meet us and leave as excited about Epsom's future as I am.

Mark Lascelles,
Head, Epsom College

Job Purpose and Department

Epsom College is an independent co-educational day and boarding school with approximately 1100 pupils. It is set in an attractive campus of some 72 acres and is located approximately one mile south of Epsom Town. It is a busy community with many fine facilities.

There are a large number of activities, including sporting fixtures, which the pupils attend off the main school campus. We are looking for additional driver/s to assist us in expanding our home to school transport routes and services.

The College arranges a transport shuttle service for pupils each day between 7am and 8.30am Monday – Saturday, and between 5.30pm and 7pm Monday – Friday term time only. In addition, there are a large number of activities, including sporting fixtures, which the pupils attend off the main school campus. Further work for a driver to transport pupils to and from these activities during term time, may be available

The driver will need to be smart, clean and presentable and possess a clean, valid driving licence with category D1.





Role and Responsibilities

The range of duties include:

- visually checking the minibus prior to the start of the journey - e.g., all tyres are adequately inflated and there is sufficient fuel;
- driving the vehicle safely, with due care and attention to the traffic regulations, thus ensuring the safety of the pupils and staff on board at all times;
- liaising with the relevant member of academic staff to establish correct timings and pupil numbers;
- transporting senior pupils, unsupervised, to and from pre-arranged locations;
- transporting junior pupils with additional staff supervision, to and from pre-arranged locations
- reporting any concerns with the vehicle to the appropriate member of staff;
- other reasonable duties expected of a mini-bus driver;
- To undertake duties in accordance with safeguarding procedures and protocols;
- being aware and comply with child protection procedures when working with young people.

Epsom College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment including regular training attendance.

Person Specification

Essential Criteria

- Valid and “clean” driving licence at the category D1 to drive minibuses and school vehicles in the UK;
- Medically fit to drive minibuses and other school vehicles;
- Ability to maintain accurate vehicle records;
- Ability to comply with health and safety requirements and knowledge of safety to ensure vehicles are road worthy;
- Experience of driving minibuses/large vehicles;
- Ability to work with minimal supervision and to specific timescales, but also an ability to work as part of a team and to form professional relationships with other colleagues;
- Be reliable, punctual and smart appearance;

- Be adaptable and flexible in approach and professional at all times;
- Appreciation of young people in a school environment;
- An appreciation and commitment to safeguarding protocols within a school environment.

Desirable Criteria

- Experience of working within a school environment;
- Local and surrounding areas road knowledge.

The selection panel reserves the right to enhance the desirable criteria to attain a manageable field.





Terms and Conditions

- **Salary:** £11,956 per annum (£10,668 plus £1,288 holiday pay) based
- **Hours:** Monday – Saturday 6:30am-8:45am and Monday – Friday 5:15pm-7:15pm (23.5 hours per week) during term time only (34 weeks of the year) Working hours are subject to change in line with the College's business needs.
- **Holidays:** Pay for holiday entitlement is included in the salary figure above. The calculation is 12.07% of the hourly rate for each hour worked.
- **Pension:** The College operates the Epsom College Automatic Enrolment Scheme. The Scheme is administered by The Pensions Trust and eligibility is based on statutory criteria. If eligible, the Employee will be required to contribute a minimum of 5% of basic salary and the College will contribute 4% in compliance with current legislation.
- **Benefits:**
 - Private health care
 - School fee discount
 - Life Assurance
 - Meals and refreshments free of charge during working hours
 - Free use of fitness suite at certain times
 - Free car parking on site
- **Method of Application:**

Candidates to complete an application form which can be downloaded via our website www.epsomcollege.org.uk. To comply with safeguarding procedures when working in a school, CVs will not be accepted. Applicants should refer to the Recruitment, Selection and Disclosure policy on the College website. Applications will be assessed in order of receipt and interviews and appointment may occur at any stage after applications are received. Please apply as soon as possible.

If you have any questions about the role, please contact us on hr.recruitment@epsomcollege.org.uk

Safeguarding and Equal Opportunities

SAFEGUARDING

Epsom College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are “spent” unless they are “protected” under the DBS filtering rules) in order to assess their suitability to work with children.

In compliance with statutory safer recruitment regulations, the post will be offered subject to receipt of satisfactory written references, pre-placement medical assessment, proof of appropriate qualifications, a check of online search engines and websites of publicly available information that does not identify the candidate as potentially unsuitable to work within a school setting, a satisfactory Enhanced Disclosure from the Disclosure and Barring Service and overseas police check if appropriate, as well as confirmation that the successful candidate is able to work in the UK.

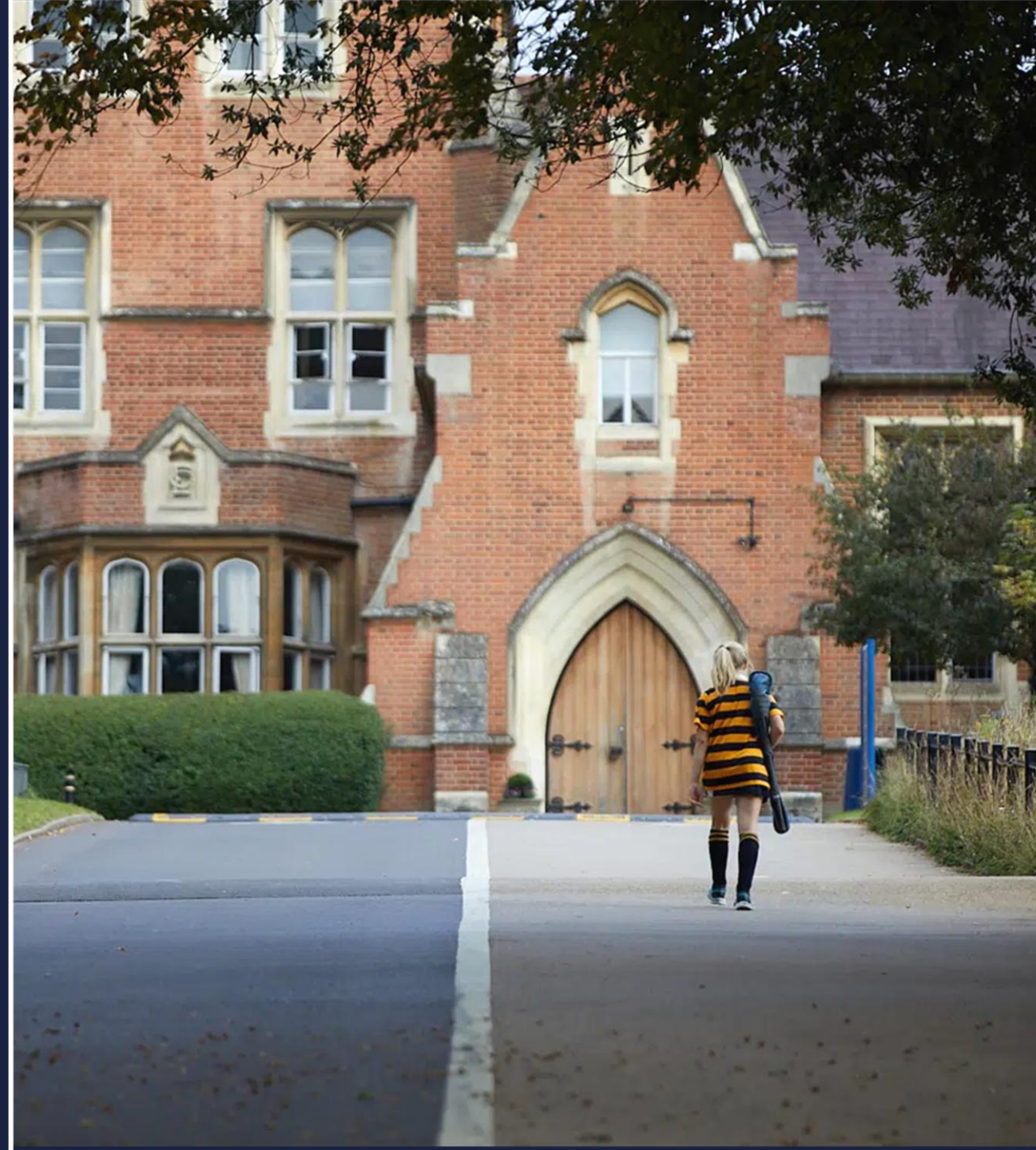
Prior to interview, an online search of internet

search engines, websites and other publicly available and publicly accessible platforms to ascertain applicant's suitability to work within a school environment will be undertaken on applicants that have been shortlisted. Please note whilst the Enhanced DBS check will be paid by the College if an overseas police check is required it will be at the cost of the successful applicant.

EQUAL OPPORTUNITIES EMPLOYER

Epsom College is an equal opportunities employer that believes in equal opportunities for all, celebrates, and welcomes diversity.

Employment decisions throughout the school are made without regard to any status protected by law. If you require any reasonable adjustments at any stage of the application process, please feel free to contact our HR department or detail any adjustments on the application form.





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WWW.EPSOMCOLLEGE.ORG.UK