



HEREFORD
CATHEDRAL
SCHOOL

CANDIDATE INFORMATION

SCHOOL MINIBUS DRIVER

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HEADMASTER'S WELCOME



Hereford Cathedral School is a place where both staff and pupils alike are happy, purposeful, and fulfilled. Situated in the beautiful Cathedral Close, we seek to live out our Christian values, which include kindness, compassion and care for one another. We believe in holistic education where impressive academic outcomes are supported by artistic, sporting and cultural achievements, individualised pastoral care, and an emphasis on character education.

I believe that there has never been a more exciting time to join HCS. While we are the fifth oldest school in the UK, our eyes are firmly fixed on the future with a clear vision to provide a sector-leading educational provision which values continuous professional development, a culture of

collaboration, reflective practice, and where colleagues are nurtured, supported and encouraged in their careers.

I look forward to meeting you and hope that you will want to join our wonderful community.

*Yours ever,
Michael*



AIMS, ETHOS & VISION

We provide boys and girls aged 3 to 18 with an excellent standard of teaching and individual care, offering them a broad range of opportunities to develop every aspect of their potential. Hereford Cathedral School culture produces well balanced, confident and considerate young adults ready for the wider world.

We seek:

- To meet pupils' academic and personal needs and to promote virtuous character and Christian values;
- To provide an environment in which pupils feel valued and learn to work collaboratively;
- To provide a balanced, innovative and challenging curriculum with a wide range of extra-curricular opportunities;
- To encourage pupils to achieve their academic potential and to foster a culture in which teaching and learning of high quality are given central priority;
- To ensure the highest quality of pastoral care, support and guidance; and
- To equip all pupils to thrive in a rapidly changing world.

As part of an ancient Cathedral foundation, and as a Choir School, which has the privilege of a Cathedral as its chapel, we are a Christian School in the Anglican tradition, although we welcome and value those of other denominations and faiths. Each pupil is encouraged to consider seriously and openly the Christian tradition within which the School is founded.

We believe that the best education is a partnership between school and family; we place great value on maintaining close, constructive communication with parents and seek to establish the education of each pupil as a joint endeavour. While the academic development of each pupil is a central objective of both the School and the parent body, we seek, through example and ethos, to prepare our pupils for life beyond school by developing certain attributes, dispositions and values. These include: self-discipline, diligence, acceptance of responsibility and challenge, regard for proper authority, honesty, courtesy, fairness, trustworthiness, loyalty, sensitivity to the needs and views of others, courage, and the capacity to look to the future.

Our aim is to fulfil our charitable status through service to the local community by support for Cathedral choristers, charitable fundraising, the loan of buildings and other services to the community. Through competitive fee levels and the award of choristerships, scholarships, and bursaries, the pupil body reflects a wide cross-section of the local population.





A BRIEF HISTORY

Hereford Cathedral School is one of the UK's oldest schools, most likely dating back to 676AD when the Diocese of Hereford was founded. This would make it the sixth oldest school in the country, originating as a song school attached to the Cathedral. The educating of the Cathedral choristers has continued unbroken to this day.

The School has always been situated in the beautiful Cathedral Close and has expanded significantly since the late 19th century from around 100 boys to its current total of around 750 pupils, with the introduction of girls from 1970. Boarding has always been an integral part of the School's history with School House, Number One and the Old Deanery all having been pupil accommodation at various times. In 2018, the School re-introduced boarding through the acquisition and opening of Wilmot House in How Caple, which is home to around 40 pupils from across the world.

The Cathedral Prep School was founded in 1898 and moved to its present site on Castle Street in 1925 before becoming Hereford Cathedral Junior School upon its acquisition in 1987 by the Hereford Cathedral School Foundation. Hereford Cathedral School has a long and venerable history, but its eyes are firmly fixed on the future as it prepares the current generation for the opportunities and challenges of the decades and centuries which lie ahead.

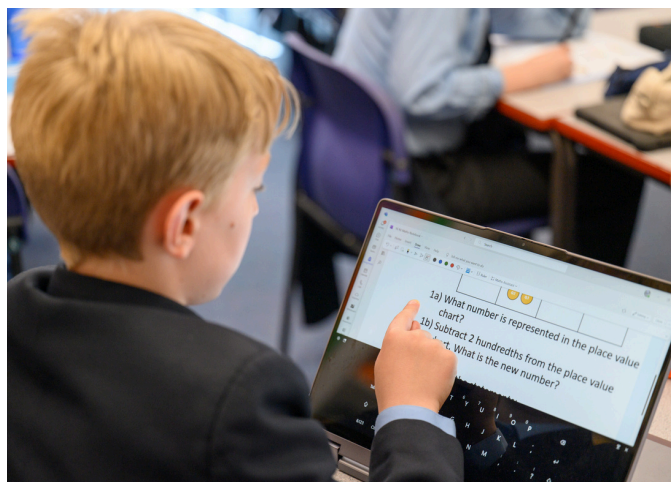




LIFE AT THE SCHOOL

We are very much a family school, catering for pupils from age 3 to 18. Many of our pupils have siblings at the school, and in some cases their parents were here too. Pupils and parents are very loyal and supportive of 'their' school. We have a reputation for outstanding pastoral care and as a result, pupils are remarkably tolerant and understanding of one another. It is important to us that every child is valued within our community. We seek to provide young people with the necessary skills and self-confidence to become well-rounded, balanced adults who will make a positive contribution to those around them.

As a Cathedral School we expect pupils and staff to be sympathetic to and supportive of our Christian ethos, although we welcome and value those of other faiths, too.





A BEAUTIFUL CITY, CULTURE AND A TASTE OF TRANQUIL COUNTRYSIDE

As a school we are fortunate to enjoy a position at the very heart of a fine cathedral city, at the centre of one of England's least spoiled counties.

Hereford and the county beyond – with a range of housing to suit all tastes and price brackets, and ready access to beautiful countryside – affords an enviable quality of life. The River Wye flows past our doorstep through the city down to the Forest of Dean, while the Brecon Beacons, the Malvern Hills, Hay-on-Wye, with its internationally acclaimed literary festival, and Ludlow, famous for its food festival, are all within easy commuting distance.

Hereford itself also offers a wide range of independent eateries and great places to eat and drink, including the award-winning, world-famous Beefy Boys. The city is home to The Courtyard Theatre, a vibrant arts venue hosting high-quality drama, music, dance and community events throughout the year. With an Odeon cinema and a modern shopping centre, there is plenty to enjoy and commuting is straightforward, with excellent transport links to London, Birmingham and Cardiff.

A city renowned for its wonderful music, Hereford was also home to the composer Elgar for a significant period in his life. The Cathedral and School play host to the Three Choirs Festival every three years, and everyday choral music of the very highest standard can be enjoyed at Evensong. For those with a more eclectic taste, the county is home to a host of talented musicians who regularly perform at venues and festivals across the region. It is little wonder that many people who have visited Hereford on holiday choose to settle in the area permanently.

Find out more about what Herefordshire has to offer on the [Visit Herefordshire](#) website.



JOB DESCRIPTION: MINIBUS DRIVER

Post title: School Minibus Driver

Location: Herefordshire

Hours/weeks: 20 hours per week.

6.30am-8.30am (5 days per week)

Term time only for 36 week per year

Extra hours may be available for other school trips/events but is not guaranteed

Salary: 6.30am-8.30am (10 hours per week) -

£17.72 per hour. This equates to £7,371.

3.30pm-5.30pm (10 hours per week) - £12.71 per hour. This equates to £5,278

Start date: September 2026

Contract: Permanent

Purpose of this job description:

Hereford Cathedral School considers this document as a “snapshot” of the job. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

The job description which follows is not exhaustive and may, occasionally, be reasonably amended by the Headmaster.

OPPORTUNITY

We are seeking to appoint a dedicated and reliable Minibus Driver to join our friendly and supportive transport team.

The core purpose of this role is to safely transport our pupils to and from school, working split shifts during the mornings and afternoons. As part of a collaborative team of drivers, you will play a vital role in ensuring our students travel comfortably, securely, and on time each day.

We are looking for an enthusiastic and caring individual who demonstrates loyalty, professionalism, and a strong sense of responsibility. The ideal candidate will be committed to safeguarding and promoting the wellbeing of all pupils while representing the school with pride.

OUR OFFER

- Competitive salary
- Opportunity to join a wonderful team of people
- A beautiful place to work in the most idyllic settings

REPORTING LINES

The post holder reports to Facilities Manager.

THE ROLE CONTINUED: SCHOOL MINIBUS DRIVER

Accountabilities:

- To safely transport pupils and staff from one location to another ensuring that all Road Traffic Act Legislation is adhered to.
- To ensure the good name of the School by driving in an appropriate manner with due regard to safety and speed limits
- To ensure the emotional and physical welfare of the pupils in their care in line with HCS Child Protection Guidelines

Responsibilities:

- Drive 17 seater minibuses to collect and drop off pupils at designated locations and times at the beginning and end of the school day
- Drive minibus from one location to another
- Daily inspection of the school bus, prior to setting off on a journey, to ensure roadworthiness, serviceability and duty of care
- Completing the daily and weekly inspection list on the vehicle
- Monitoring the cleanliness of the vehicle and the levels of petrol and fluid levels, to ensure efficiency and safety
- Reporting any concerns with regard to the road worthiness of the vehicle to the Facilities Manager
- Supervision of pupils on the minibus to ensure safety (including checks to ensure seatbelts are being used appropriately and that the pupils remain in their seats at all times
- Whilst on the road have autonomy to make decision regarding any aspect of the journey if Health and Safety issues arise
- Have and use pupil contact numbers appropriately to phone and advise of any unforeseen changes or delays such as flooded road, police diversion which make them late for drop off or collection
- Enforcement of the school behaviour policy and the reporting of any incidents or unsatisfactory behaviour to the Senior Deputy Head
- Communicating, using agreed school protocols, with parents of pupils on the bus to ensure efficient and safe practice
- Dealing with accidents/incidents and reporting them to the School Office/Senior Deputy Head/Facilities Manager, as appropriate

THE ROLE CONTINUED: SCHOOL MINIBUS DRIVER

Special requirements of this job

All drivers of the school minibus must:

- be over 21 years of age;
- have held a category B licence for at least 2 years;
- have a D1 entitlement on your licence
- not drive the minibus for hire or reward;
- only drive category of vehicles for which an appropriate licence and assessment is held

Postholders will undergo an external minibus driving assessment and must successfully pass this test to be employed.

It is a condition of employment in this post that the postholder holds and continues to hold, a current driving licence. In the event that the postholder loses their driving licence for any reason whatsoever, the School reserves the right to terminate employment.

In addition, the School's insurers will determine if penalty points/endorsement effect or prevent the postholder continuing to be eligible to be insured to drive a school minibus. Employment may come to an end if the post holder can no longer be insured.

An annual check of driving licence is mandatory. The postholder is duty bound to disclose to the School if penalty points or a driving offence is pending.

SAFEGUARDING & PROTECTION OF CHILDREN AND YOUNG PEOPLE

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an Enhanced criminal record check from the Disclosure and Barring Service (DBS).

These checks will highlight cautions, reprimands and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent them from working with children. Staff must inform the school if they are subject to criminal investigations or convicted while in the employment of the School.

HEALTH & SAFETY

As an employee you are expected to:

- to take reasonable care of your own health and safety
- to take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work
- to co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies
- not to interfere with or misuse anything that's been provided for your health, safety or welfare
- to report any injuries, strains or illnesses you suffer as a result of doing your job
- to tell your employer if something happens that might affect your ability to work (e.g. becoming pregnant or suffering an injury)
- if you drive or operate machinery, to tell your employer if you take medication that makes you drowsy

Particular H&S issues for this post are:

- remain fit and well enough to continue to be able to drive and be insured
- driving in difficult conditions at times
- vehicles need to be checked to ensure they are safe and legal to go on the road prior to use

PERSON SPECIFICATION

Essential Criteria

Desirable Criteria

Qualifications

- PSV or D1 and current licence, entitling postholder to drive up to 16 seat minibus
- Hold and continue to hold a clean driving licence as determined by Schools Insurers
- Good standard of spoken and written English

- First aid at work qualification
- Completed a broad education including GCSE grade C and above in English Language and Maths (or equivalent)

Experience and Knowledge

- Experience of working effectively in a customer focused environment
- Experience of driving minibuses, or similar size vehicles
- Experience of health and safety procedure for vehicle checks

- Experience of working within an education environment
- Some experience of vehicle maintenance
- Experience of working in the bus industry/community transport sector
- Experience of working with children

Skills and Abilities

- Good organisational skills
- Competent at map reading and navigation
- Able to work on own initiative and make competent decisions when needed

Continued overleaf

PERSON SPECIFICATION

| | Essential Criteria | Desirable Criteria |
|--|---|--------------------|
| Aptitude | <ul style="list-style-type: none"> • Punctual and reliable at all times • Naturally demonstrates a ‘can do’ helpful attitude | |
| Circumstances | <ul style="list-style-type: none"> • Able to work flexibly in support of wider school functions from time to time | |
| Safeguarding Children, Young People and Vulnerable Adults | <ul style="list-style-type: none"> • Understands their role in the context of safeguarding children, young people and vulnerable adults • Ability to form and maintain appropriate relationships and personal boundaries with children and young people | |
| Equal Opportunities | <ul style="list-style-type: none"> • Understanding of the requirements of Equality and Diversity | |

HOW TO APPLY

An application form and information pack may be downloaded from the school website:
www.herefordcs.com/about/work-at-hcs/

Completed applications should be accompanied by a covering letter and sent to Mrs Cath Knowles, Hereford Cathedral School, Old Deanery, The Cathedral Close, Hereford HR1 2NG or to recruitment@herefordcs.com

The closing date for applications is **9am on 29 June 2026**.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. Appointments are subject to enhanced DBS clearance and satisfactory employment references and other safer recruitment checks. Further information on the School's safeguarding can be found on the school website.

Hereford Cathedral School is committed to being an equal opportunity employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

The School retains the right to interview suitable applicants and appoint before the deadline.

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