



Job Description Minibus Driver

Required: As soon as possible

Salary: £12,671 per annum

Hours: Part-Time (20 hours per week, term-time only)

Line Manager: Transport Administrator

Closing date: Tuesday 22nd September, 12:00 noon

The Role

The King's School, Gloucester, is seeking a Minibus Driver to support School bus routes and trips. The Minibus Driver plays a vital role in creating a safe and secure environment for the children during their commute. They must maintain order and encourage good behaviour within the vehicle, enforcing safety rules and protocols to minimise the risk of accidents or incidents.

There may be an additional opportunity for a Relief Minibus Driver to provide on-call support to our driver team, on a zero-hours basis during busy periods and to cover staff absence.

The School

The King's School is one of the dozen oldest schools in the country and has a proud heritage dating back to at least 1087, with a re-foundation in 1541. King's is the Cathedral School in the city of Gloucester, whilst the surrounding county is home to many excellent grammar and state schools, as well as other independent schools. King's is held in high regard amidst this competitive area; our academic, co-curricular and pastoral attainment is second to none. Local media brand SoGlos has awarded King's the title of 'Independent School of the Year' or 'Highly Commended' in every one of the last six years – a feat unmatched by any other local independent school – most recently winning the title in May 2025. Despite the multiple national-scale challenges of recent years, King's has seen its pupil roll growing steadily and parental satisfaction scoring very highly indeed. With careful investment in the campus and facilities, as well as a continuous focus on improving teaching and learning and developing our outstanding pastoral care, King's is now seen as a dynamic, forward-thinking and impressive place to study and to work.

Main Duties

- Pick up pupils on the morning run as detailed on the schedule provided, only leaving a stop once all registered pupils are on board or no earlier than the scheduled departure time;
- Drop off pupils in a safe place on the home run as detailed on the schedule provided;
- Ensure the safety of pupils/passengers at all times;
- Undertake the required daily checks and evidence their completion;
- Ensure the vehicle is left in a clean and tidy condition at the end of the day;
- Report any issues or concerns regarding the vehicle immediately to the Transport Administrator, only driving the vehicle if deemed to be in roadworthy condition;
- Undergo mandatory Health & Safety and First Aid training as directed;
- Any other duties that may reasonably be assigned by the Transport Administrator, Facilities Manager or COO.



Personal Profile

- Full, clean UK Driving Licence (D1);
- Basic knowledge of vehicle maintenance;
- Prior training, and a willingness to undergo training, in Health & Safety and First Aid as directed;
- Friendly and approachable, able to build relationships with both pupils and staff;
- Reliable and punctual, able to work flexibly according to the needs of the School.

Hours of Work

The Minibus Driver will work 20 hours per week in shifts from 06:30 to 08:30 and from 16:00 to 18:00, Monday to Friday, term-time only to support School bus routes. Shifts may also be required on an ad-hoc basis, at other times during the day to support School trips. Remuneration will be given for any additional hours worked.

Benefits

- A contributory pension through Aviva APTIS;
- Generous fee remission for children being educated at King's;
- Wraparound care for Junior School children being educated at King's;
- Access to a Doctor for advice and short consultations;
- Staff Wellbeing Programme and Wellbeing Day (additional leave);
- Cycle to Work scheme;
- Various discounts for local services including gym memberships and garages;
- Free access to our Employee Assistance Programme;
- Free lunches;
- Free on-site parking.

Applications

Candidates should apply through TES or by sending a completed School Application Form and Covering Letter via email to recruitment@thekingsschool.co.uk. A CV is not required.

Closing date for applications is **Tuesday 22nd September at 12:00 noon**, however, early applications are encouraged and we reserve the right to make an appointment prior to the published closing date, if appropriate.

For further information, please contact Mr Harry Fuller on 01452 337337 or via email to recruitment@thekingsschool.co.uk.



KING'S
GLOUCESTER

Recruitment

recruitment@thekingsschool.co.uk

The King's School, Gloucester is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check (including Children's Barred List), satisfactory references from previous employers and eligibility to work in the UK. Applicants must be willing to undergo child protection screening appropriate to the post including a prohibition from teaching check where appropriate (which may include for some non-teaching positions) and, in line with KCSIE, an online search for shortlisted candidates only – this will consist of a Google and social media search. The search is looking for anything that calls into question the candidate's suitability to work with children, or could cause harm to the reputation of The King's School, Gloucester. Any information discovered will be shared with members of the interviewing panel prior to interview. Interviews will be conducted in person, and they will explore candidates' suitability to work with children. This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013, 2020 and 2023), which would otherwise mean that certain convictions and cautions are considered 'protected' and would not need to be disclosed to employers, and if they were disclosed, employers could not take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

The King's School, Gloucester. GL1 2BG

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Connect with us @KingsSchoolGlos

