

Information for applicants

School Minibus driver (Part time, mornings and evenings)

**Closing date: Monday 17th August 2026 at
12:00 noon**



About Milton Abbey School

Introduction from the Head

Milton Abbey School offers an outstanding range of traditional and vocational qualifications, chosen to inspire students and prepare them for adult life. Our focus is not only on what a student needs to learn, but on developing the attitudes and habits for lifelong success.

We are proud of our track record of enabling young people to gain the self-belief necessary to achieve. Known and appreciated as individuals, they make the most of our glorious countryside setting, build lasting friendships and enjoy a full programme of evening and weekend activities.

Our small size, exceptional pastoral care and great partnership with parents means that we quickly gain exceptional knowledge of our students, working with each to set ambitious targets.

Throughout their time here, our students benefit from the support, inspiration, challenge and the encouragement of an extraordinary team of teaching, boarding and support staff, dedicated to enabling each pupil to achieve 'personal bests', in and beyond the classroom. I am delighted that you are considering joining our team.

James Watson | Headmaster

Testimonials

"I love working here. I have the freedom and creativity to keep exploring and becoming more passionate about my subject, which helps me pass that passion on to my pupils."

| **Milton Abbey School teacher**

"I'm so glad we chose Milton Abbey. Every pupil is treated as an individual, strengths are recognised and celebrated, and the dedication shown by staff is exemplary."

| **Parents of a Sixth Form student**

"It's a small school, so everyone knows everyone. We get a lot of help from staff with our studies and with our personal lives. It feels like a tight family bond."

| **Sixth Form student**

"Milton Abbey has been the making of our son. From the teachers to the Boarding House team, and the friends he has made for life. It truly is a fantastic school."

| **Parents of a Lower School pupil**

Our location and facilities

The School lies in a secluded wooded valley, halfway between the towns of Blandford and Dorchester. It occupies the site of a former Benedictine Monastery, founded over 1,000 years ago. The two remaining Monastery buildings are used daily by the school – the Abbey for regular services and musical performances and the Abbot's Hall as our dining hall.

Our expansive natural surroundings mean the school boasts a large farm and stables used for vocational learning, a nine-hole golf course, impressive grass pitches for a variety of sports, and plenty of inspiring outdoor space to run lessons, be active, or to relax.

Other buildings and facilities are on par with much larger schools, due to the wide variety of subjects on offer at the school. They include classrooms, laboratories and workshops to teach a full spectrum of academic and vocational subjects, a large library in a converted ballroom, specialist rooms for teaching Creative Media, Art, Fashion Design and Music courses, and a 370-seat theatre. Indoor sports facilities include a 25-metre swimming pool, golf simulator, gymnasium and sports hall. Staff are able to use these facilities as a benefit of working at the school.

Our management structure and ethos

The school is run by the Head, supported by a Senior Deputy Head and four Deputy Heads responsible for the Academic, Co-Curricular and Pastoral elements of the School with the Deputy Head (Development and Admissions) leading on the promotion of the school to prospective pupils and their families. We have an overall staff of around 120 people, some of whom work flexibly to meet the needs of the school at different times of the year. We are deliberately small, with around 200 pupils.

All staff appointed are expected to contribute to the pastoral and nurturing ethos of the school, supporting a full and busy sports and activities programme. All candidates for any roles are encouraged to celebrate their conventional and unconventional interests on their application. Appointments will be made subject to a full DBS check and the receipt of satisfactory references.

JOB DESCRIPTION

JOB ROLE:	School Travel Operative (minibus driver)
RESPONSIBLE TO:	School Operations Coordinator
JOB PURPOSE:	To safely transport pupils to and from school, in accordance with route guidelines and timings and assisting with Transport duties. As a representative of Milton Abbey School, the Mini-Bus Driver must conduct themselves with professionalism, tact and diplomacy at all times.

Specific responsibilities include but are not limited to the following:

Duties and Responsibilities:

- Complete a daily AM and/or PM day pupil route
- Maintenance of school fleet vehicles in line with H&S guidelines as directed by the School Operations Coordinator.
- Standard checks as directed by the School Operations Coordinator to be undertaken before and after driving.
- To ensure that School fleet is fuelled as necessary from a designated provider.
- Responsible for the internal and external cleanliness of allocated vehicles
- Undertake daily vehicle checks of school vehicles to ensure that each are roadworthy and report any maintenance or concerns back to the School Operations Coordinator.
- Ensure that the vehicles are roadworthy prior to any journey.
- Adhere to the bus timetable and route as much as road conditions and traffic allow.
- Responsible for the safe conduct of passengers ensuring that safety belts are worn at all times.
- Report any issues regarding pupils to the School Operations Coordinator.
- In the cases of accidents or emergencies, drivers must follow instructions outlined in the procedures manual and contact the School Operations Coordinator or senior member of school staff as soon as reasonably possible.

Knowledge/Experience

- Clean driving licence
- D1 entitlement on driving licence is desirable
- Previous experience of driving passenger vehicles is desirable
- Previous experience of working with children or young adults is desirable
- An understanding of basic vehicle maintenance
- Hard working and tidy with attention to quality and details

- Able to use initiative and work without supervision, as well as being part of a team.
- Friendly, approachable and presentable manner, with the ability to communicate effectively with people at all levels
- Responsible approach to work
- Reliable and punctual at all times
- Good sense of humour
- Willing to undergo training as required
- Flexibility

TERMS OF APPOINTMENT

The following provides guidance, without prejudice, on the likely main provisions of a Contract of Employment. Contracts for each appointment will be bespoke to the role.

General	This role is a part-time permanent position
Hours	Up to 25 hours a week, Monday to Friday 06:00-08:30 and/or 17:45-19:45 – partial Term Time only to include terms and first few and last few days of termly holidays.
Salary:	A competitive salary is offered to the successful candidate depending on experience and qualification.
Holidays:	You will be entitled to normal school holidays. In addition to generous holiday periods between each half term, teaching staff also enjoy 3-day exeat weekends off during most half terms (typically Thursday lunchtimes until Monday morning). School term dates can be found here: Milton Abbey - Term Dates
Probation:	The position is subject to a 16-week probationary period.
Pension:	A contributory pension scheme will be available including life assurance.
Other benefits	Meals on duty (e.g. full three course meal at lunchtime) (non-contractual benefit), free on-site parking, Employee Assistance Programme, use of facilities such as the gym and swimming pool at specified times.
Medical Fitness:	Any offer of employment will be conditional upon the appointee's fitness to carry out the role. New employees will be asked, following an offer of employment, to complete a questionnaire regarding medical fitness.
Criminal Check (DBS)	As a School, Milton Abbey requires all new employees to complete an Enhanced level criminal background check through the Disclosure and Barring Service. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature.
References:	In addition, all new employees are required to provide two satisfactory references from two separate sources, one of sources should be from a previous employer. The school may also contact any previous employer, where the position has involved working with children or vulnerable adults.

APPLICATIONS

Applications must be submitted on a Milton Abbey School application form with a covering letter. Your application can be supported by a CV but applications by CV alone will not be considered.

Further details may be obtained from our website or from HR email hr@miltonabbey.co.uk or telephone 01258 880484.

Please address your letter to the Headmaster, Mr James Watson and send the letter, application form and any supporting paperwork to;

By post

Chantilly Arbenz
Milton Abbey School
Blandford Forum
Dorset
DT110BZ

Or by email

hr@miltonabbey.co.uk

We will contact all applicants to either invite them to interview or advise them that on this occasion their application will not be taken further.

Invitation to Interview

Candidates invited to interview should bring the following original documents. Please note photocopies or certified copies are not sufficient:

- Two forms of original identification, one of which should be a birth certificate, the second should be a form of photographic ID (i.e. current photocard driving licence, passport).
- Proof of address documentation, (i.e. a utility bill or financial statement issued within the last three months showing current name and address).
- Where appropriate, any documentation evidencing a change of name. If providing a birth certificate and your name has changed since birth, you must also provide documentation (e.g. marriage certificate, to confirm change of name).
- Where candidates have worked overseas, or who do not hold British Citizenship, proof of entitlement to work and reside in the UK.

Candidates with a disability who are invited to interview should inform the school of any necessary reasonable adjustments or arrangements to assist them in attending the interview.