

SCHOOL MINIBUS DRIVER – TEMPORARY AND RELIEF

JOB DESCRIPTION

Working as part of a team to provide school transport services to children attending the school, with a morning and evening bus run on designated routes in the East Dorset/West Hampshire area. Reporting to the Transport Manager.

We are looking to recruit a temporary minibus driver, which may lead to a permanent position. We are also looking for relief drivers who will be on standby and have the opportunity to drive as and when necessary.

This is a term time only position working, as needed, between Monday and Friday. Hours are early morning and late afternoon, three or four hours per day, depending on route. Additional overtime hours may be available on occasion.

The successful applicant will be required to undergo MiDAS training (or similar).

Key Attributes/Experience:

- Responsible for the health and safety, comfort and welfare of pupils and staff whilst being transported in the vehicle.
- Carrying out daily and weekly vehicle checks, and to carry out basic maintenance (topping up fluid levels, tyre pressures, etc.).
- Reporting any vehicle defects, faults, incidents and accidents.
- Ensuring the vehicle is in a clean and roadworthy condition before and after use.
- Refuelling vehicles, as required.
- Covering for absent colleagues.
- Working within health and safety guidelines and other guidelines that may be issued from time-to-time.
- Working within the constraints and guidelines, as set out in the Minibus Drivers' Operating Instructions.

Qualifications:

- Must hold a current, clean and valid driving licence which includes either D1 or a PCV licence.

Skills:

- An ability to communicate with a range of people.
- Ability to work on own initiative and as part of a team.
- Reliable and trustworthy.
- Flexible approach to working arrangements.
- Sensitivity to user needs.

Experience:

- Good geographical knowledge of local area.
- Previous experience of driving a minibus or similar sized vehicles would be advantageous.

The School

Ballard is an award-winning independent co-educational, day School for pupils from Nursery (2 years) to GCSE (Year 11). We have been awarded the highest accolades in our latest ISI and OFSTED inspections – *Excellent & Outstanding*. We currently have approximately 450 children in the School and we are situated on the edge of New Milton and close to both the New Forest and the sea, set within a wonderful 34-acre site. We are a family School which offers an all-round education within a nurturing and supportive environment. We believe that children flourish and achieve if kept happy, fulfilled and stretched through a wide range of activities including sport and the performing arts.

Applications

How to apply:

In the first instance, please contact our Transport Manager via email: transport@ballardschool.co.uk

Our Transport Manager will then send you an application form to complete.

Application deadline: 9.00am, Wednesday, 21st May 2025

Start date: As soon as possible

Shortlisted applicants will be invited to the School for interview.

Ballard School is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment. The successful applicant must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (Enhanced Disclosure). As part of the referencing process, the School will undertake a digital screening, including online searches of candidates and any potential matters of concern will be discussed with the candidate.

This post is exempt from the Rehabilitation of Offenders Act.

The successful candidate will be required to complete and sign a medical form.

Ballard School is committed to Equal Opportunities and welcomes applications from all sections of the community.

For further details and an application form, please visit: www.ballardschool.co.uk/vacancies