



## **Job Description/Person Specification**

### **Post Title: Mini-Bus Driver – School Run**

**Starting Salary:** £23,556 per annum pro rata 39 term time weeks at 15.00 hours per week, plus 28 days additional paid leave  
[this equates to an actual salary of £8,168 per annum]

### **Working hours (term time school days):**

**Monday to Friday:** 7.00 am to 8.30 am and 3.15 pm to 4.45 pm

**Location:** Swanage, Dorset

**Contract term:** Permanent

**Start date:** September 2025

### **Key Purpose:**

To safely transport students to and from school ensuring they arrive in time for the commencement of the school day and are collected punctually after school.

Act as an ambassador for the school, ensuring at all times that you promote and act in accordance with the school's values and ethos.

Reporting to: Business Manager

### **Key Responsibilities:**

- Transport students to and from school
- Ensure mini-bus has sufficient fuel for the required journeys
- Inspect mini-bus before and after the school run.
- Ensure mini-bus is kept clean and tidy
- Thorough clean of minibus during school holidays
- Ensure students behave in an appropriate and safe manner during transport
- Report student conduct to relevant staff as appropriate

### **Required skills and experience**

- Previous driving experience – ideally in passenger transport.
- Hold a full current driving license.
- Be prepared to undertake safeguarding training and submit to a DBS check.
- Be prepared to undergo additional training as required.

**Our application form is available on our website: [www.theswanageschool.co.uk](http://www.theswanageschool.co.uk)**

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If you have any questions about the school or the role or if you would like to arrange a visit to the school please contact Jen Heath on: [jenheath@theswanageschool.co.uk](mailto:jenheath@theswanageschool.co.uk) or phone 01929 500599

The Swanage School is an academy school with its own terms and conditions that closely follow National School Pay and Conditions. This post is suitable for new and experienced teachers.

**Safer Recruitment:**

The Swanage School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring service checks along with other relevant employment checks. This will include an online search as part of our due diligence on shortlisted candidates.

This role is UK based and your Right to Work will need to be established as part of the appointment process.



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