

# ADCOTE SCHOOL

## Job Description

**POST: Mini-bus Driver**

**RESPONSIBLE TO: The Operations Manager/Transport Manager**

**STATUS: Term Time / Part time**

**HOURS OF WORK: 22.75 hrs (Job share also available - 10 hours per week evenings and 12.75 hrs per week mornings)**

**SALARY: Competitive Salary – in line with experience**

Adcote is a thriving, vibrant and award winning independent day and boarding school, with an excellent local reputation and a unique atmosphere. We are seeking a minibus driver to safely operate one of the school's five daily bus routes around Shropshire. You will be responsible for the safe passage of pupils to and from Adcote School in the morning and afternoons, as well as driving to sporting fixtures and school trips during the daytime.

**You must have a clean, and ideally current D or D1 driving licence. If you have a D1 with restrictions and would be prepared to do the D1 course then please do apply.**

**CPC trained would be beneficial.**

*Experience in a similar role would be advantageous.*

**Duties to include: (not an exhaustive list)**

- Collect pupils from designated points on minibus route in the morning and return them to drop off points in the evening according to the timetable prepared by the school
- Liaise with parents for last minute changes
- Follow Vehicle Operator licence regulations.
  - Maintenance including: Daily walk round checks, sweeping out vehicle after runs, washing vehicle regularly.
  - Checking oil and fluid levels, fuel filling, changing light bulbs, checking tyre pressures and other checks specified by the Operations Manager.
  - Correct Tachograph usage.
- Comply with school's Policies.
- Carrying out other transport related duties specified by the Operations Manager
- Take all reasonable measures to protect him or herself, the passengers and other road users from all foreseeable accident injury risks.
- Complete the log book for each journey.
- Ensure that any faults are logged in the default book held in the Operation Managers office.

**Maintenance and Operations:**

- Help out as required around the school with basic property maintenance and operational activities such as setting up for events, assemblies and external commercial activities.

**Pastoral:**

- Liaise with and report to the Assistant Head (Pastoral) pertaining to the well-being of pupils.

- Safeguard the well-being of the pupils in his/her charge.
- Be familiar with the contents of all relevant School policies, especially Child Protection issues

## **PERSON DESCRIPTION**

It is expected that the Mini Bus Driver will have:

- An excellent driving record;
- A high level of organisational competency;
- Excellent interpersonal and communications skills; established good links with students, parents and staff alike;
- Ability to maintain close and harmonious relations with work colleagues at all levels;
- Ability to demonstrate successful and effective customer relations, communication and customer care skills;
- Good oral skills;

It is expected that the Mini Bus Driver will:

- Be an outgoing, confident, affable and positive personality;
- Be committed to fully supporting Adcote School
- Be a pro-active person of integrity, drive, energy and stamina;
- Be capable of showing initiative including the ability to think ahead and work flexibly without constant direction to deliver his/her outputs;
- Possess good team working skills;

In the first instance please send your application form and a covering letter to the School Secretary at:

Email: [schoolsecretary@adcoteschool.co.uk](mailto:schoolsecretary@adcoteschool.co.uk)

Closing dates for applications is 29<sup>th</sup> June 2026

Start date: September 2026

The School reserves the right to appoint at any stage of the recruitment process.

The School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the police.

***This Job Description may be altered to meet changing needs and will be reviewed with the post holder. The Job Description is indicative of the nature and level of responsibilities associated with the post. It is not intended to be exhaustive; other tasks may be allocated as necessary from time to time.***