St Swithun's
WINCHESTER

Minibus Driver

Casual hours (zero hours contract)

From £13.07 per hour plus holiday pay.

Enhanced pay rates apply to some working hours.



St Swithun's
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Welcome from the Headmistress

Thankyou for your interest in St Swithun's!

We are proud to be a High-Performance Learning School and a member of the Fellowship of World Class Schools.

The High-Performance Learning philosophy is that:

- **High achievement** is an attainable target for everyone;
- **Intelligence** is not fixed; we can all become cleverer;
- **High performers** are made, not born, they work for it.

HPL involves the systematic and explicit encouragement and empowerment of students to develop the ways of thinking and ways of behaving that will equip them for success both in school and beyond. It is the cornerstone of our philosophy.





Jane Gandee, Headmistress

We are also a girls' school and as such we expect and support all our students to **enjoy and excel** in a range of subjects and activities according to their interests and not their gender. We seek to be free from unhelpful stereotyping and to offer genuinely limitless education.

Further, we are a high trust community, and we try always to behave with a seriousness of intention and a lightness of touch. We believe the best of staff and students and often see our expectations exceeded and a joke cracked along the way.

If this short introduction resonates with you, we will very much welcome an application from you.

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Our school

St Swithun's School, Winchester is a leading GSA and HMC school offering day, weekly boarding and full boarding for 520 girls aged 11-18. The senior school has six boarding houses for full and weekly boarders, with separate houses for those in their first year and those in the upper sixth. There is also an adjoining IAPS Prep School for girls aged 3-11 with a co-educational nursery.

The girls benefit from excellent teaching, sporting and recreational facilities. St Swithun's is academically selective and regularly appears in the top 30 schools in the national league tables.





Our Location

The school is set on a campus of 45 acres overlooking the Hampshire Downs and within the South Downs National Park. The school is within walking distance of the centre of Winchester, and only a 50-minute journey from central London.

Winchester and its surrounding areas offer outstanding local cultural, historical, sporting and entertainment opportunities in addition to fantastic access to outdoor pursuits. Southampton, Portsmouth, Salisbury and Bournemouth are all easily accessible on public transport.

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Our ethos



St Swithun's is an appropriately academic school which means that we celebrate intellectual curiosity and the life of the mind, but not to the exclusion of all else. We expect our pupils to develop individual passions and through them to acquire a range of skills and characteristics. These characteristics will include a willingness to take risks, to question and to debate, and to persevere in the face of difficulty. In the words of Samuel Beckett: "Ever tried. Ever failed. No matter. Try again. Fail again. Fail better." If a girl can immediately excel at everything, we ask of her, we as educators must set the bar higher.

We want all pupils to learn about life beyond the school gates, to appreciate the rich variety of our world, to develop an understanding of compassion and to value justice. We encourage all pupils to become involved in fundraising and community work. They should appreciate how their decisions and their actions can affect those around them.

By the time a pupil leaves St Swithun's she will be well-educated, courageous, compassionate, committed and self-confident with a love of learning, a moral compass and a sense of humour.

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Our facilities



The school offers girls excellent teaching, sporting and recreational facilities. The school buildings are modern and well equipped. As well as the normal academic classrooms and science laboratories, there is a magnificent performing arts centre with a 600-seat auditorium, a music school, an art and technology block, a sports hall and a full-size swimming pool.

There is an impressive library, higher education and student guidance department and ICT facility. The grounds are spacious and encompass sports fields, tennis courts and gardens.

The senior school has six boarding houses for full and weekly boarders, with separate houses for those in their first and second years and those in the upper sixth.

The School is registered as a Company Limited by Guarantee and as a Charity, and it has a wholly owned subsidiary company (St Swithun's School Letting Company Limited).

Further details of the School can be found at www.stswithuns.com

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Minibus Driver

Role overview

We are looking to appoint a minibus driver to join our friendly and supportive transport team. This is an ideal opportunity for a professional, safety-focused driver who enjoys varied work and interacting with children to support our schools sporting and academic life.

Reporting to the Estates Manager, with day-to-day oversight from the Transport Co-Ordinator. You will work as part of a team of minibus drivers responsible for driving the school minibus fleet, carrying out simple daily safety checks, and helping to ensure each vehicle gives a welcoming and polished impression of the school.

Our bank of minibus drivers support the school by transporting pupils and staff locally, regionally, and occasionally nationally for a wide range of activities. Driving may take place:

- During the school day
- Evenings
- Weekends

Based on your availability driving jobs are allocated and shared across the team, some shifts are eligible for enhanced pay.

Please note: As part of the recruitment process for this role the school will be required to check your:

- *Driving record, including categories of vehicle you are allowed to drive.*
- *Penalty points or any driving disqualifications.*

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Minibus Driver

Key responsibilities

- Safely transport pupils and staff to sports fixtures, educational visits, and a range of other school activities.
- Ensure the safety and security of all passengers, adhering to relevant laws, regulations, and the school's code of conduct.
- Maintain order and help create a friendly, pleasant, respectful, and calm atmosphere on the minibus.
- Interacting courteously and respectfully with staff, pupils, parents, and members of the public.
- Reporting and responding (if appropriate) to any concerns or complaints raised. This may include receiving complaints about schedules, levels and quality of service.
- Ensuring that the minibus is kept safe, clean and well presented, including, but not limited to:
    - Cleaning the interior and exterior of the vehicle as required
    - Checking that all internal signage is secure and in good condition
    - Carrying out regular visual checks on tyres, lights, oil, water and fuel
    - Reporting any maintenance issues immediately to the Transport Co-ordinator.
- Adhere to all school policies including Safeguarding and Health and Safety requirements for minibus drivers.
- Undertake routine administrative journeys, including transporting visitors, deliveries, and collections.
- If necessary, operating the school's daily minibus routes, collecting children from school/pick up points along the route.

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Person specification

Essential

- Valid D1 driving licence (for exceptional candidates the school will consider facilitating this training)
- Experience of driving large vehicles
- Excellent driving skills
- Excellent interpersonal skills, being polite whilst assertive when needed
- Excellent customer care with an ability to relate and respond appropriately to students, staff, parents, and other road users
- Resilience and an ability to remain calm under pressure
- A willingness to undertake any additional training needed to perform the role

Desirable

- PSV (public service vehicle) licence.
- An in-date MIDAS qualification
- Experience of driving minibuses and passenger vehicles
- Experience of working in a school environment or similar
- A good knowledge of local routes and geography

These qualities will be assessed through application, references and during the interview process.

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Terms and conditions and application process

TERMS AND CONDITIONS

This is a casual zero-hours position. Work will be offered on an as-needed basis, subject to the operational requirements of St Swithun's, primarily during term time with occasional opportunities during school holidays.

The hourly rate for minibus drivers is currently £13.07 per hour. You will also receive an annual leave payment of £1.57 for every hour worked.

Enhanced rates are paid for Saturday and Sunday work, Bank Holidays or overnight. For overnight stays there is also an overnight on-call allowance.

The school offers a range of benefits, which may include:

- Generous contributory pension scheme
- Free membership of the school swimming pool and free or heavily subsidised access to a range of activities on site including yoga, Pilates and strength and conditioning.
- Discount on school fees
- Refreshments whilst working, and free meals when on duty
- Access to an employee assistance programme

APPLICATION

Applications must be submitted **here** using our online application form.
We cannot accept CVs as an alternative.

The closing date for applications is Monday 30 November 2026.
Applications will be reviewed as they are received and we may hold interviews before the closing date.

For any queries about the role or the application process, please contact the HR Department: Telephone: 01962 835798 Or email: recruitment@stswithuns.com

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Child protection and safeguarding

"St Swithun's is committed to safeguarding and promoting the welfare of children.
All staff are expected to share and support this commitment, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service."

Child Protection Statement

- Every child has the right to freedom from physical, racial, sexual, verbal or mental abuse (this includes bullying and intimidation). Our overriding aim is the protection of the individual child within the school.
- We require staff to be fully aware of what child abuse is and the different forms in which it may present itself, and of their duties in respect to child protection.
- We will provide adequate training (both as part of an induction and an ongoing process) in recognising abuse, and what to do if abuse is suspected.
- We are committed to maintaining good communication within the School on child protection issues and to following recognised procedures.
- The Head ensures that the recommended procedures are followed when recruiting staff.

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Equal opportunities

St Swithun's welcomes applications from candidates from a diverse range of backgrounds. The school will recruit predominantly based on an applicant's relevant skills, experience, capabilities and potential for development. The ability to work collaboratively with others will also be taken into account.

St Swithun's is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a working environment in which all individuals are able to make best use of their skills free from unlawful discrimination or harassment, and in which all decisions are based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

We do not discriminate unlawfully on the basis of age, disability, marital or civil partner status, race (including nationality, ethnic or national origin), religion or belief, sex or sexual orientation, gender reassignment or pregnancy or maternity (defined in the Equality Act 2010 as protected characteristics).

If you have questions about our recruitment processes, or would like any support to access our recruitment process fully please do contact us at recruitment@stswithuns.com.

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Explanatory notes

Application Form

Applications will only be accepted from candidates completing the enclosed application form in full. CVs will not be accepted in substitution for completed application forms.

Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see the job description for the post.

Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

The successful applicant will be required to complete a disclosure application form from the Disclosure and Barring Service.

In accordance with government guidelines, we will seek references on shortlisted candidates for teaching and some other posts, and approach previous employers for information to verify particular experience or qualifications before interview. In other cases, if this has not been done, any offer of a post will be conditional upon receipt of satisfactory references. References should be from the applicant's current or most recent employer. If the current/most recent employer does/did not involve work with children, then the second reference should, if possible, be from the employer with whom the applicant most recently worked with children. Referees should not be a relative or someone known to the applicant solely as a friend.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons. The School will only accept references obtained directly from the referee and will not rely on references provided by the applicant or on open references or testimonials.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or DfES Children's Safeguarding Operation Unit.

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Explanatory notes

Invitation to Interview

If you are invited to interview, this will be conducted in person and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas, etc.). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body. All candidates invited to interview must also bring with them:

At least two forms of identification, i.e. current driving licence (including photograph), a passport, a full birth certificate or marriage certificate, a utility bill or financial statement showing the candidate's current name and address. These must be issued within the last three months and provide verification of address. Documentation confirmation their national insurance number, where appropriate, any documentation evidencing a change of name.

Please note that originals of the above are necessary - photocopies or certified copies are not sufficient.

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory references (if these have not already been received).
- A check of the DfES barred list database, and the Protection of Children Act List as appropriate.
- A satisfactory DBS disclosure.
- Where the successful candidate has worked or been resident overseas in the previous ten years, such checks and confirmations as the school may require in accordance with statutory guidance.
- Satisfactory completion of the probationary period.
- Verification of medical fitness appropriate for the job's requirements.
- A written declaration that neither they nor anyone in their household is disqualified from working with children.
- Verification of professional status, such as GTC registration, QTS Status (where required), NPQH.
- Verification that the teacher/applicant is not subject to a prohibition order issued by the Secretary of State.
- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999).

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