



CRANFORD

SCHOOL

Job Title:	Minibus Driver
Responsible to:	The Head via the Director of Finance and Operations, Facilities Manager and Transport Manager
Department:	Transport Department
Start Date:	February 2026

Cranford School is committed to safeguarding and promoting the welfare of children and young people and expects all employees, volunteers and contractors to share this commitment and be fully aware of, and understand, the duties and responsibilities that apply to their role. All employees, volunteers and contractors must attend appropriate training in accordance with the School and local Safeguarding Board regulations.

Successful applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, checks with current and past employers, an Enhanced Disclosure from the Disclosure and Barring Service, the requirement to provide original evidence of qualifications as well as evidence of the right to work in the UK and, where applicable, a barred list, prohibition and overseas checks.

This job description is neither final nor exclusive and the range of tasks would embrace many incidents and situations, which are not stated, but require initiative and common sense to be applied.

JOB PURPOSE

The minibus driver will be responsible for driving pupils to and from school in a 15- or 17-seater minibus. The afternoon shift is from 3.45pm to 5.45pm, Monday to Fridays. There may also be other daytime opportunities periodically (e.g. driving pupils to venues, including Christmas and sports events). There are also up to three Saturday morning shifts during the year which you may be required to work.

The Minibus Driver will be a member of the Transport team and drive a school minibus and, therefore, must be in possession of a clean driving licence, with D or D1 entitlement. Before driving any pupils in the bus, a test, arranged by the school, must be taken and passed.

The person appointed to the position of Minibus Driver is likely to be affable and have a good rapport with children of all ages with a key responsibility is to ensure a commitment to safeguarding and promoting the welfare of children. Parents, our customers, are also very much part of the school and any communication with them must always be in a calm, measured and amicable fashion.

The school is non-smoking and smoking is not allowed in the bus, or on the school premises.

As the Minibus Driver has contact with pupils, they will, prior to commencing their employment, be required to undergo a criminal background check through the Disclosure and Barring Service.

DUTIES & RESPONSIBILITIES

- Bring pupils into school along a set route and then returning them home after school. A good knowledge of the south Oxfordshire road network is vital for this. Other driving duties may be required at times and will be approved in advance by the Facilities Manager and Head.
- Carry out the required daily vehicle checks and complete the relevant paperwork in the vehicle logbook. A sound mechanical background would be advantageous.
- Maintain the minibus in a clean and tidy state, both internally and externally.
- Be familiar with the school rules and code of conduct for both drivers and passengers using minibuses and the relevant Health and Safety documentation.
- Undergo any mandatory health and safety training and attend school INSET day training sessions when required.

GENERAL REQUIREMENTS – ALL SCHOOL STAFF ARE EXPECTED TO:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Contribute to the school's programme of extra-curricular activities.
- Support the whole school traditions and values of the school.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's H&S and First Aid policies to ensure a safe working environment for staff, students and visitors.
- Work within the school's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the annual performance review process.
- Adhere to policies as set out in the Staff Handbook.
- Undertake other reasonable duties related to the role (e.g., break/lunch/after school duties).

REVIEW & AMENDMENT:

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

PERSONAL SPECIFICATION

Essential criteria

- Full UK driving licence
- Willingness to undergo a DBS check
- Right to work in the UK
- Reliable, punctual, and able to travel to the school site

- Willingness to undergo a medical assessment to demonstrate fit to drive
- Aged above 21 and under 75 years old due to insurance restrictions
- Commitment to safeguarding children and young people
- Willingness to commit to the school's aims and values

Desirable criteria

- Experience of working with children, or in a school environment
- Experience of working in a small team
- D1 entitlement
- Working knowledge of maintaining vehicles e.g. topping up screen wash, checking tyre pressures.

Please read our Safeguarding Policy which can be found under 'Information, Policies' on our website, prior to applying for any position. All members of staff, volunteers and contractors working at Cranford School have responsibility for Safeguarding Children.