



THE KING'S SCHOOL
CHESTER

School Minibus Drivers

(Part Time – Term Time only) -
September 2025 start

Applicant Information Pack



Discovering the world



Igniting *curiosity*



Seizing *opportunity*



Becoming *exceptional*

EVERY OPPORTUNITY. ENDLESS POSSIBILITIES.

About us

King's is an academically selective, co-educational independent school originally founded in 1541. Almost 500 years later, King's is a thriving, and forward-thinking school of 1150 pupils considered to be one of the very best of its kind in the country.

Further information about the school can be found on our website: www.kingschester.co.uk

THE ROLE AND OPPORTUNITY

The King's School Chester is looking for **2** or more experienced **School Minibus Drivers** to cover two new school minibus routes; **Nantwich-Chester** and **Tarporley-Chester**. Starting in September 2025, the successful applicants will play a pivotal role transporting our pupils to and from school and other local runs, when required.

The role is Monday to Friday 6.30am-8.30am / 3.30pm to 6pm (term time only). If you're interested in **working only mornings, afternoons, or select days**, please indicate your availability and preference in your application.

RESPONSIBILITIES

- Driving the school minibus on either the Nantwich to Chester or Tarporley to Chester Minibus Service.
- Responsible for the safety, comfort and welfare of the children.
- Undertake driver's daily vehicle checks, record on daily check sheet and to complete basic maintenance.
- Report any vehicle defects, faults, incidents and accidents.
- Be responsible for the cleanliness of the vehicles, inside and out and ensuring the vehicle is in a clean and roadworthy condition before and after use.
- Refuel vehicles as required.
- Maintain accurate records of the children using the service each day.
- Maintain and help to promote a good school image
- Work within health and safety guidelines and other guidelines that may be issued from time-to-time.
- To undertake any other associated duties as required by the Head of Estates and/or The Bursar.
- Plan alternative road routes to and from school when necessary and keeping parents informed of any changes.
- Branded tops and outerwear will be provided as part of the role



Requirements

Essential:

- Hold a current, clean and valid driving licence
- Applicants must be 25 years and older - (*insurance requirement*).
- Pleasant approachable personality
- Ability to work on own initiative and as part of a team
- Reliable and trustworthy
- Honest, sense of responsibility and confidentiality
- Flexible approach to working arrangements
- Sensitivity to user needs
- Willing to undertake training to enhance the services delivered by school.



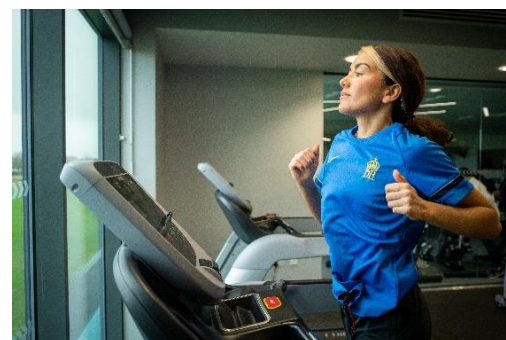
Desirable:

- Experience driving a minibus with children is highly desirable
- CPC driving licence

Training:

- To attend relevant training courses as identified and agreed.
- TOPS training (*Training in the Operation of Passenger Services*) will be arranged and paid for by the school

SALARY AND BENEFITS



We have hours available **Monday to Friday 6.30am to 8.30am and 3.30pm to 6pm (22.5 hours total)**

- If you're interested in working **only mornings, afternoons, or select days**, please indicate your availability and preference in your application.
- *The option to park the minibus at your own secure residence rather than returning to school can be discussed at interview*

Pay - £13.76 per hour

A full time equivalent salary of £26,472 per annum (**actual salary £12,878 per annum, part time, term time only**)

- Free staff lunch on the days you work, during term time
- Teachers' Pension Scheme (TPS) or Scottish Widows Group Personal Pension Plan (depending on your role)
 - Personalised industry expert pension advice
 - 3 x death in service Benefit
- Fee remission, where applicable
- Free use of the school gym
- Free use of the swimming pool
- A suite of termly staff celebrations and wellbeing initiatives
- Topical health and wellbeing advice
- Employee assistance programmes to support you personally and professionally
- Discounted group private health with BUPA
- Optical support
- A comprehensive further study programme
- Access to a cycle to work scheme
- Access to a salary sacrifice electric car scheme
- Invites to parenting webinars on key topics
- Free access to school productions, speakers and events
- Free onsite car parking



THE PROCESS

To apply, please send completed application forms to recruitment@kingschester.co.uk by **9am Friday 25th July 2025** or apply via TES

*A curriculum vitae will **not** be accepted in place of the completed application form.*

This role may be closed early if suitable applications are received so early applications are encouraged.

Interviews will be held W/C 28th July 2025

Shirley Davis, PA to the Bursar is available to discuss the role informally with prospective candidates and can be contacted via SAD@kingschester.co.uk or 01244 689 559

This job description does not define in detail all responsibilities and the responsibilities and activities in the job description may be varied to meet the changing demands of the school at the direction of the hiring manager.

The role is deemed to be in regulated activity with a high level of contact and responsibility for children on a day to day basis.

We take pride in our outstanding reputation, and we know this is built largely on the excellent commitment and wide-ranging abilities of our staff. We are committed to promoting a diverse and inclusive workforce and we strongly encourage candidates from all different backgrounds to apply.

IMPORTANT - The King's School is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All offers of employment are required to undertake screening relevant to the post, including checks with past employers and the Enhanced DBS check. In line with our commitments to safeguarding, the King's School uses preferred agencies and is unable to work with any agencies where Terms of Business have not been agreed by both parties prior to an engagement.

Our Child Protection and Safeguarding policy can be found on our School Website.





RECRUITMENT GUIDANCE NOTES

TERMS OF APPOINTMENT

Under the Department of Education's Keeping Children Safe in Education (KCSIE) Regulations we have a legal duty to undertake the following safer recruitment checks. Therefore, any appointment will be subject to the following:

EMPLOYMENT CHECKS

- **Application Form:** All candidates must complete our application form to be considered for a job. You must list your employment history from the date you left full-time education and give details of any employment gaps. Note: CVs alone are not accepted.
- **References:** To assess candidates' suitability, we shall request at least two references, one of which should be your current or most recent employer. Please ensure you provide all details requested for each referee on the application form.
- **Right to work in the UK:** If you are invited to attend an interview you will be asked to bring three forms of identification with you to confirm your right to work in the UK (this will be used to apply for your DBS if successful). Examples of acceptable forms of ID are detailed in your invite to interview email.
- **Evidence of qualifications:** If you are invited to attend an interview you will be asked to bring evidence of the qualifications listed on your application form.
- **Medical Fitness:** If successfully appointed, you will be asked to complete a medical questionnaire and signed declaration of medical fitness to work. The School reserves the right to require you to undergo a medical examination if it deems this necessary which would normally involve seeking your consent for a referral to occupational health.
- **DBS Disclosure and other checks:** If you have ever been convicted of a criminal offence, bound over or cautioned, you must read carefully the section of the application form headed criminal convictions. The appointment is subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) Certificate.

If you have spent time abroad for 3 months or more in the last 5 years you will be required to obtain an overseas check from that country. It is the candidate's responsibility to obtain this, however, the school will support the successful candidate through this process.

In addition we will check for any prohibitions, sanctions and restrictions that might prevent candidates from working with children or young people, or taking part in certain activities or working in specific positions.

- **Online Searches:** As per the KCSIE regulations September 2022 update, an online search for all candidates shortlisted for interview must be conducted.