



**APPOINTMENT OF :  
MINIBUS DRIVER**

Required for September 2025



# ABOUT JOHN LYON

John Lyon is Northwest London's leading co-ed, all-through 2 to 18, independent school. We are forward-thinking and dynamic in our approach, all whilst staying true to our proud heritage, ethos and culture. Our eight School Values: Ambition, Community, Creativity, Enquiry, Excellence, Heritage, Innovation and Resolve guide us in all we do and are embedded into School life.

We serve families in Harrow-on-the-Hill, around Harrow and further afield by offering a world-class School experience for pupils from aged 2 in our Little Lyons Nursery to aged 18 sitting A-Levels in our bespoke Sixth Form centre. John Lyon is a happy, warm and progressive community.

We admit pupils at 2+, 4+ and 7+ in our Prep School and 11+, 13+ and 16+ in our Senior School.

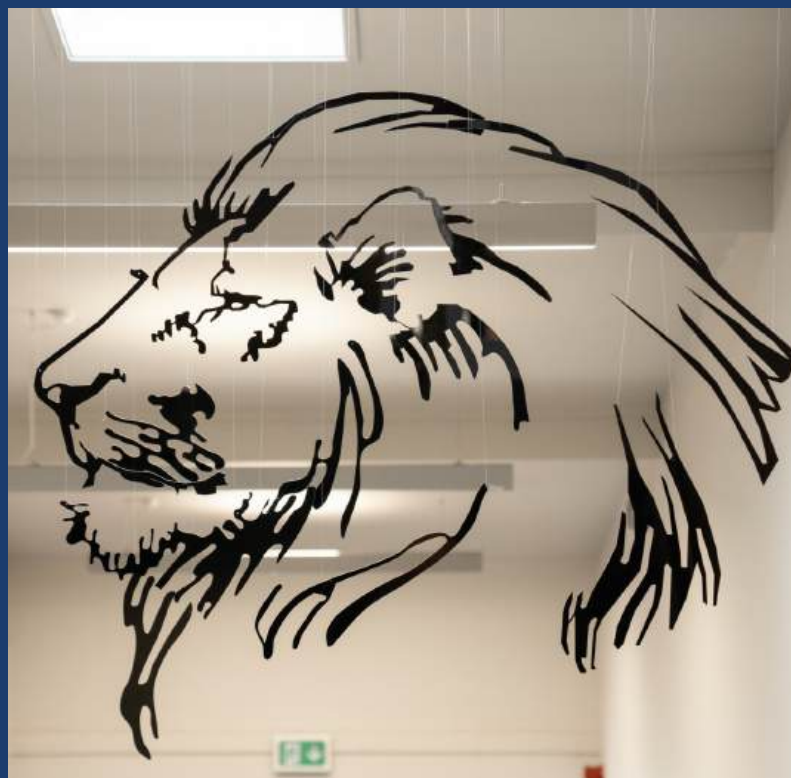
At John Lyon, we believe that every pupil has unique talents and strengths. We pride ourselves on providing an enriching, supportive, and challenging environment for every pupil, while promoting a culture of academic excellence, personal responsibility and respect for others.

Academic work is just the beginning, and we firmly believe that the additional opportunities we provide through our extra-curricular, co-curricular and Excellence programmes are equally important, playing a vital role in equipping our pupils with the skills and experiences they will need to help them succeed in life at school and beyond. Pupils find that our vibrant and inclusive co-ed classrooms create a diverse learning community in which all can thrive.

We embrace technology and put it at the forefront of all that we do. As a 'Microsoft Showcase School', we are one of only 82 other schools and colleges in the UK to be recognised by Microsoft. We are not your typical school. We are part of something much bigger. John Lyon School sits within John Lyon Foundation and alongside the Harrow Family of Schools, which includes Harrow School itself and Harrow International Schools.

“ The school community transcends cultural difference and exudes an ethos of inclusivity through natural acceptance. ”

*ISI Inspection Report*





## THE COMMON ROOM

John Lyon has a very friendly and diverse Common Room with a mix of colleagues living locally, in London and as far afield as Hertford, Bucks, Berkshire, Essex and Surrey. Many academic staff join the School straight from university whilst more experienced staff have taught in either independent schools, state Schools or both. The Common Room runs a termly programme of wellbeing activities which is well supported by academic and support staff. This includes theatre trips, celebratory meals, yoga, charity quiz nights and fixtures in archery, football, cricket, hockey and golf.

## OUR ETHOS

John Lyon has a richly deserved reputation for providing an excellent all-round education that combines high academic standards with excellence in Sport and the Arts and outstanding pastoral care. The School is a friendly and purposeful place. Learning is both broad and deep, and we offer a unique education that embraces opportunity and excellence both within and beyond the classroom. At John Lyon every pupil matters.

## OUR VALUES

John Lyon has a clear set of values that are vital to our community. Our values shape who we are, what we do and how we do it. Each value is woven into School life and our admissions process. Our Values are tangible and meaningful; they enable us to promote and teach a set of principles to our pupils that will help them thrive as happy individuals.



AMBITION



EXCELLENCE



INNOVATION



RESOLVE



HERITAGE



COMMUNITY



ENQUIRY



CREATIVITY

# THE DEPARTMENT

The Transport Department comprises of a Transport Co-ordinator who is responsible for the day-to-day management of the fleet and the allocation of drivers work and hours and Minibus Drivers. The Team is Line Managed by Lorraine Mann.

## PRINCIPAL RESPONSIBILITIES

John Lyon is looking to hire a Part-Time minibus driver from September 2025 on a 20-hour per week contract. This position is ideal for a part-time worker.

The following duties and responsibilities are intended to give a broad indication of the variety of tasks covered by the role.

- Drive School owned or hired minibus with up to 16 passenger seats, for time-tabled lessons or sports fixtures, weekend overtime maybe available.
- To cover the Home to School Transport Service when the dedicated driver is absent.
- Assisting teaching staff by supervising children on visits were needed.
- Providing safe, comfortable and efficient transportation, ensuring all passengers wear a seatbelt (unless medically exempt); ensuring the safe boarding and alighting of passengers.
- Maintain an accurate individual driver hours log.
- Perform daily routine vehicle inspection and maintenance, including check tyres (condition and pressure), oil, coolant, fuel, windscreen wash, brakes, lights etc.

“ Pupils demonstrate an excellent grasp of numeracy as they confidently apply their numerical knowledge in mathematics and in other subjects.

”

*ISI Inspection Report*



- Keep the vehicle interior clean.
- Report in a timely manner any damage, accidents, incidents or unusual occurrences.
- Report to the Transport Co-ordinator for additional duties during paid hours between pick-up and drop-off.

It should be noted that a job description is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the grade of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary.

# PERSON SPECIFICATIONS

|   | ESSENTIAL | DESIRABLE |
|---|-----------|-----------|
| <b>EDUCATION &amp; KNOWLEDGE</b>  |           |           |
| Basic knowledge of vehicle inspection and maintenance including checking tyre pressures/condition, oil and coolant levels etc   |           | X         |
| Knowledge of the occupational hazards and safety precautions involved, being able to read/follow risk assessments and school policy.  | X         |           |
| Ability to read maps and plan routes  | X         |           |
| Basic IT skills to read emails, WhatsApp messages or use a GPS  | X         |           |
| Paediatric or First Aid at Work Qualification   |           | X         |
| <b>SKILLS &amp; EXPERIENCE</b>  |           |           |
| Previous experience of working in a school or youth organisation  |           | X         |
| Prior driving experience in a passenger carrying vehicle  |           | X         |
| Good interpersonal and communication skills   | X         |           |
| Able to work outdoors in all weather conditions   | X         |           |
| Be able to communicate effectively with School colleagues and passengers, both verbally and in writing; establish effective working relationships; perform duties in a professional manner; treat passengers courteously and with respect | X         |           |
| <b>QUALIFICATIONS &amp; MINIMUM REQUIREMENTS</b>  |           |           |
| Hold a valid UK full (manual) driving licence, with a DI category.  | X         |           |
| The licence must have been held for at least 2 years; with no prior driving convictions in the previous 5 years   | X         |           |

If the applicant is successful at interview, they will be asked to provide a DVLA check code for their licence to be checked before employment is offered.

It is the post holder's responsibility to promote and safeguard the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of pupils in the School they must report any concerns to the School's Designated Safeguarding Lead.



**Senior Campus**

Middle Road, Harrow-on-the-Hill, London, HA2 0HN  
020 8515 9474

**Prep Campus**

Hindes Road, Harrow, London, HA1 0RX  
020 8515 9500

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