

**Post: Minibus Driver**

**Issue date: July 2025**



**Wellingborough  
School**

Founded 1595



## **The School**

Wellingborough is a School that is keenly aware of its history and traditions, but not held back by them. Founded in 1595, it has always sought to make bold and timely decisions in order to ensure that the pupils are able to flourish and thrive, and that the nature of the School supports this aim.

The School moved to its current site in 1881 to support its growth, but leaving the town centre did not reduce the importance it places on its links with the local community. Our pupils and staff lead and support a number of initiatives, engaging with other schools, businesses and charities in Wellingborough and the surrounding area.

Girls were first taught here nearly 50 years ago, and the School became fully co-educational in 1979. Girls now make up more than 40% of the pupil body. We welcomed pupils below the age of 8 for the first time in 1990 with the introduction of a Pre-Prep in a purpose-built facility, just a few years before converting to a day school at the turn of the century.

Each of these changes has strengthened the School's ability to maintain its appeal to a diverse range of pupils, a feature which is part of its core and attracts families from across five counties. Academic achievement is important but we focus on adding value and look to accept every child who we believe will be happy in our environment.

We are extremely proud of our pastoral care, and believe that we are far ahead of most schools with regard to pupil welfare. Our Club system in the Prep School and the Senior School House structure, the dedicated team of two counsellors in our Wellbeing Department, frequent and regular liaison between colleagues: all of these play a part in ensuring that each individual pupil's needs are met.

We know that our pupils will need much more than exam results when they leave us, and we put an emphasis on developing softer skills through a breadth of co-curricular opportunities. Sport, Music, Drama, CCF and the Duke of Edinburgh Award might be the 'big five', but there are so many other ways in which the pupils build confidence, leadership, flexibility, resilience and the ability to know what they want to do with their lives.

Wellingborough is a wonderful school. It has a warm, relaxed feel with a sense of partnership between pupils, staff and parents. There is a constant buzz created by a determined, purposeful desire to support each other and to fulfil the pupils' ambitions. The School is never still, as everyone in our community tries to get the most out of the opportunities that are provided. We look forward to welcoming someone new to join our quest to do the best for every child.

**Post: Minibus Driver**

**Issue date: July 2025**



**Wellingborough  
School**

Founded 1595

## **Project Chrysalis**

The School moved to a two-tier system from September 2020, meaning that the Senior School now starts from Year 7 and the Prep School is home to pupils from Nursery to Year 6.

The underlying philosophy for this change was built around pupil outcomes. External pressures within our educational context, particularly those related to examination regimes, mean that our ability to oversee the learning and progress of our older pupils is enhanced by extending oversight to the age of 11. This also allows our Prep School to develop and enrich its curriculum, and we can reinforce the cohesion between the two parts of the School.

This is an extremely exciting time to be joining the School, with a number of opportunities to shape and guide the nature of the educational experience enjoyed by the pupils.

## **The Role**

**Start date:** September 2025

**Contract type:** fixed term Contract (from September 2025 to July 2026) , Part Time, Term Time

**Hours:** Monday to Friday, mornings 6.45am – 8.30am and afternoons 5pm to 6.45pm; 17.5 hours per week

**Salary:** £9,151 per annum (£12.57 p/h\*)

**Reporting to:** Transport Supervisor

**Disclosure level:** Enhanced

*\* if applicant has undertaken MIDAS training, rate per hour will be increased.*

## **Key Responsibilities**

To operate one of a number of regular school bus routes, both morning and evening during term time. This will involve:

1. Collection of the School minibus from Wellingborough School.
2. Dropping children up from pre-defined bus stops.
3. Ensuring a record is kept of all children on the bus and passing this information onto the Transport Supervisor.
4. Being responsible for the health, safety and security of children while they are on the bus and getting on and off the bus. Reporting any issues to the Transport Supervisor.
5. To act as an ambassador for the School with both parents and students.
6. Undertake MIDAS training, if not already completed.
7. Ensure the Minibus is kept clean and tidy.
8. Carry out basic safety checks before every trip and to ensure the vehicle is road worthy.  
To occasionally drive the Mini bus on school trips and sport fixtures, as and when required

**Post: Minibus Driver**

**Issue date: July 2025**



**Wellingborough  
School**

Founded 1595

### **Revision of Job Description:**

There will be a periodic review to ensure that the principal duties have remained as stated above or that any changes have been made in agreement with the incumbent.

The duties of the post could vary from time to time as a result of new legislation, changes in technology or policy changes in which case appropriate training may be given to enable the post holder to undertake this new/varied work.

### **Benefits**

Working at Wellingborough School is hugely rewarding, albeit demanding and busy! Wellingborough School is a nice place to work. The School community is welcoming; there is mutual respect between pupils and staff; parents are engaged and supportive. These are some of the cultural reasons to want to work at Wellingborough School, but there are a range of other benefits.

The School has recently reviewed its appraisal system so that all staff can benefit from professional development, both internal and external. Staff input into INSET is encouraged, and the School is a member of the East Midlands Group of independent schools, which provides opportunities for collaboration and discussion. All new staff profit from an induction programme that is tailored to their individual needs. There is free onsite car parking and use of the School's sports facilities. All staff have lunch and refreshments provided.

Northamptonshire and the surrounding area is a nice place to live, with a significant amount of countryside. Road links are excellent, enabling travel in all directions, and the area is served by two railway lines into London. St Pancras is only 45 minutes by train from Wellingborough, and Euston is under an hour from Northampton and Milton Keynes.

### **The Process**

The application form should be returned together with a covering letter in which the applicant should explain what he/she can offer to the post. Applications by e-mail are welcome.

CVs are not required. Please send them for the attention of Lulu Corrigan, HR Manager, to [recruitment@wellingboroughschool.org](mailto:recruitment@wellingboroughschool.org) by **9.00am 28<sup>th</sup> July 2025**.

**Interviews will take place on Thursday, 31st July 2025.**

### **Safeguarding**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons with whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy 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 risk to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Person or to the Headmaster.

**Post: Minibus Driver**

**Issue date: July 2025**



**Wellingborough  
School**

Founded 1595

**Minibus Driver  
Person Specification**

<i>Competence</i>	<b>Essential</b>	<b>Desirable</b>
<b><i>Qualifications</i></b>		
Drivers must have held a full UK Licence for at least 4 years or have at least 1 year's minibus or multi-purpose vehicle experience.	Yes	
Hold a Driving License with D1 Entitlement	Yes	
<b><i>Skills &amp; Experience</i></b>		
Co-operative with other employees, parents and visitors.		Yes
Previous work driving.		Yes
Able to demonstrate suitable characteristic necessary when working with children.	Yes	
Ability to work both collaboratively and independently	Yes	
Ability to acquire references from current or previous employer.	Yes	
Able to show initiative and work proactively to ensure the smooth running of services provided at all times.		Yes
<b><i>Personal Qualities</i></b>		
Calm and Patient when under pressure.	Yes	
Willing to undergo training as required; able to understand and apply regulations (such as health and safety, manual handling regulations etc.)	Yes	
Reliable	Yes	
Flexible approach to work	Yes	