JOB TITLE: SCHOOL MINIBUS DRIVER

RGS SURREY HILLS SCHOOL
INFORMATION FOR CANDIDATES

Role commences: November 2026



RGS SURREY HILLS





RGS SURREY HILLS SCHOOL

Welcome to RGS Surrey Hills – a school shaped by heritage, inspired by values, and focused on the future.

Formerly known as Box Hill School, RGS Surrey Hills is a thriving co-educational day and boarding school for 450 students aged 11–18. Our transformation marks more than a change in name: it represents the next chapter in a proud history of holistic education, as we join the Reigate Grammar School (RGS) Group of Schools – a global family of leading independent schools committed to excellence, opportunity and community.

Founded in 1959 by educational pioneer Roy McComish, our school was built on the ideals of academic curiosity, character development and global citizenship. As a founding member of the internationally respected Round Square organisation, we remain deeply committed to these values today, nurturing not only the minds of our students, but also their confidence, compassion and sense of purpose. Rooted in Kurt Hahn's IDEALS (Internationalism, Democracy, Environmentalism, Adventure, Leadership and Service), our school embraces learning both inside and beyond the classroom.

RGS Surrey Hills offers a vibrant and inclusive community where every child is known and valued. Students join us from across Surrey, Sussex and the surrounding areas, as well as from over 30 countries around the world. Our modern, flexible boarding provision welcomes full, weekly and flexi boarders into beautifully appointed houses, enabling families to choose what works best for them. Whether day or boarding, every student becomes part of a warm, diverse environment that celebrates individuality and encourages belonging.

Academic ambition runs hand-in-hand with pastoral strength. We offer both A Levels and the International Baccalaureate Diploma Programme in the Sixth Form, enabling each young person to follow a pathway that suits their strengths and aspirations. From dynamic science labs and drama productions to student-led sustainability projects, outward-bound challenges, and Round Square exchanges, every learner is encouraged to explore their interests, discover their voice and contribute meaningfully to the world around them.

We are also proud to be a member of HMC, the professional body of the UK's leading independent schools – a reflection of the quality, ethos and aspiration that define RGS Surrey Hills.

As part of the wider Reigate Grammar School Group, we benefit from collaboration, shared expertise and enhanced opportunities – while maintaining our distinctive character as a small school with big horizons.








JOB DESCRIPTION

RGS Surrey Hills wishes to recruit two Minibus Drivers to pick up and drop off students from designated points Monday to Friday during term time.

We have two Bus Driver positions available, offering 20 hours and 10 hours per week. The 20-hour role will work split shifts of 6.30am–8.30am and 4.30pm–6.30pm, Monday to Friday, while the 10-hour role will involve a combination of these morning and afternoon shifts as part of a job-share arrangement. Applicants must be available during these stated hours.

Licence/Certification: D1 licence (required)

ROLE REQUIREMENTS:

- Transporting RGS Surrey Hills students during term time to and from school using designated pick up and drop off points. Taking into consideration the comfort and welfare of individuals to ensure safe arrival at destinations.
- Attend all in-house Inset days and relevant external training courses, as agreed with the Transport Manager.
- Practice and comply with all aspects of Health and Safety at Work etc Act 1974 and RGS Surrey Hills current Health and Safety policies.
- Undertake any reasonable tasks from time to time at the Transport Manager's request, as may be deemed appropriate within the scope of the post.
- Logging mileage of designated school bus, on log sheets daily. Provide full weeks' log to the Transport Manager on a termly basis.
- Report to the Transport Manager in a timely manner any vehicle maintenance required, any damage to vehicle, and monitor tread on vehicle tyres. Refuelling bus as and when required / tyre pressure check.
- Ensuring minibus is clean from rubbish. Immediately report any student misbehaviour or urgent problems to the Transport Manager.

PROFESSIONAL STANDARDS:

- Support the aims and ethos of the school.
- Treat all members of the school community with respect and consideration.
- Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.
- Take responsibility for matters relating to health and safety.





FURTHER INFORMATION

TERMS AND CONDITIONS

- Non-teaching staff at RGS Surrey Hills are remunerated according to their own salary scales.
- Employees are entitled to join the School's Defined Contribution Pension Scheme.
- Lunch is provided free of charge during term time.
- Successful applicants will be required to make an enhanced disclosure to the Disclosure and Barring Services and to complete an Online Pre-Placement Medical Questionnaire.
- All shortlisted candidates will be required to complete a 'Suitability to work with children: self-declaration form'. This form must be completed, signed and returned to HR prior to the interview taking place.

SAFEGUARDING

This role will involve contact with children. The Reigate Grammar School Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school's safeguarding policy (available on our website) and are required to declare any criminal convictions, cautions or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Services. Full details are given on the application form. The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

EQUAL OPPORTUNITIES

The Reigate Grammar School Group is an equal opportunities employer and welcomes applications from appropriately qualified persons from all backgrounds. We are dedicated to creating and sustaining an environment that values individuality and difference and celebrates the diversity of both staff and pupils by fostering perseverance, tolerance and integrity. We believe in equal opportunity for everyone, irrespective of age, disability, gender, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sexual orientation or socio-economic background. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment. We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will thrive

APPLICATIONS

Applicants are asked to complete the Support Staff Application Form and Supplementary Form (which are also available on our website) and send them with a supporting statement together with a CV addressed to Jackie Hazeltine by 9.00am on Friday 16 October 2026.. Applications will be considered in the order in which they are received, and the school reserves the right to make an appointment prior to the closing date.

The Reigate Grammar School Group is committed to ensuring that the privacy of applicants and employees is protected. The School Privacy Notice is available on the school website and is included in the application pack and sets out how the school uses and protects any personally identifiable information that is collected as part of the recruitment process.

Within your application letter we would be grateful if could indicate where you saw this position, whether it was from the TES, Indeed or another source.

Shortlisted candidates will be invited for interview. Interviews with senior staff will explore each candidate's ability to perform the duties of the post, subject knowledge, ability to relate appropriately to pupils and colleagues, organisational and pastoral skills, and willingness to contribute to the school community.

Applications should be addressed to the Chief Operatng Officer and sent (by email or letter) to the address below.

Jackie Hazeltine

Old London Road

Mickleham

Dorking

RH5 6EA

01372 373382

hradmin@rgs-surreyhills.org



SCHOOL LOCATION AND DIRECTIONS

Our 26-acre site surrounds Dalewood House, a striking Victorian manor built in 1883, and offers a peaceful, spacious setting where students can learn, explore and grow. Located just outside the village of Mickleham and minutes from Dorking and Leatherhead, RGS Surrey Hills enjoys easy access from the A24 and M25 and is well connected by road and rail.

The campus includes:

- Specialist subject classrooms and science labs
- Creative Art and Design studios
- Performance and rehearsal spaces for music and drama
- Dedicated Sixth Form Centre and social study areas
- Modern boarding houses with a range of flexible options
- High ropes course and outdoor adventure facilities
- Extensive playing fields for rugby, football, and cricket
- On-site café-style Dining Hall and student common areas

As a school committed to holistic education, our facilities support learning far beyond the classroom, from co-curricular enrichment to weekend activities and boarding life. Further investment and planning are also underway to enhance our sports and co-curricular provision in line with our growth.

By Road

RGS Surrey Hills is located on the A24, approximately five minutes from Junction 9 of the M25. The school entrance is clearly signposted just south of Mickleham village, between Dorking and Leatherhead.

Postcode: RH5 6EA

By Rail

The nearest mainline stations are Dorking and Leatherhead, both with regular services to London Waterloo, London Victoria and the south coast. Dorking station is a 5-minute drive from the school, while Leatherhead is approximately 10 minutes away by car or taxi.

By Bus

The 465 bus route between Kingston and Dorking stops in Mickleham, just a 1-minute walk from the school. Other local bus routes connect the surrounding villages and towns, including Leatherhead and Guildford.

WHAT3WORDS

Main Reception: campus.ridge.crest

