



Hazelwood School

School Minibus Driver

Welcome

It is a pleasure to welcome you to Hazelwood, a leading independent Preparatory School, which continues to forge an exciting path into the future of education with dynamism, commitment and a strong sense of community.

Our pupils are at the heart of everything we do and their remarkable energy and imagination inspires every one of the School staff each day.

Our committed staff, supportive parents and experienced Governors work together to form the strong and rich tapestry of our school.

Our School

We are a flourishing, non-selective, independent co-educational Prep School for children between the ages of 4 and 13 years of age with a linked Nursery and Early Years site catering for children from approximately 9 months to 4 years.

The school is now approximately 600 strong across both sites, making it one of the largest Prep Schools in the country. Our pupils enjoy some amazing facilities, including the Baily Building which opened in September 2016, an Innovation Centre which opened in September 2018, the newly developed Outdoor Innovation Space, an all-weather Astro and a 200 seater theatre. The Prep School is set within 25 acres of countryside with far reaching views towards the Ashdown Forest and the South Downs beyond. The nearest town, Oxted, is less than one mile away and has excellent mainline rail links into London. The M25 and Gatwick Airport are also easily accessible.

Further details about the school can be found on the website: www.hazelwoodschool.co.uk.

Our Pupils

Our pupils have remarkable energy, imagination and consistently achieve incredible feats both inside the classroom and out. Academically, our pupils achieve excellent results across all key stages and secure senior school places at a vast range of schools, many pupils gaining highly competitive scholarships.

At Hazelwood, we have an unshakeable belief in the potential of every child. Whilst we play an important part in preparing our children for life, we place equal importance in them living in the present and enjoying the here and now; being part of this as educators is a privilege. We strive towards our pupils leaving Hazelwood being confident in who they are, honest about themselves, focused on what is important, resilient in all situations, able to care for and be sensitive to the needs of others and committed to their path and their community whilst retaining a sense of balance and humility.

It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.



Employee Benefits

- Free lunch
 - Onsite parking
 - CPD
 - Pension
 - Use of staff gym
 - Swimming pool
 - Fees discount
 - Wellbeing Hub
 - Access to the Employee Assistance programme
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Appointment of

We are seeking to appoint a reliable Minibus Driver to be responsible for the safe operation of timetabled services, both between sites and to and from home, at the beginning and end of each school day. There may be the opportunity of further hours e.g. school trips and activities, subject to the drivers' availability. These services run with the help of a Chaperone.

Purpose of Role

To drive pupils when travelling to and from home and school in the School Bus, when required.

The candidates will be responsible for the health and safety, comfort and welfare of pupils and staff whilst being carried in the vehicles. They must drive in a considerate manner and conform to the Highway Code. Minibuses are a visible reflection of the school in the local community. They must be driven at all times to present a positive image.

Key Relationships

Internal Head of Operations
 Estates Manager
 School Office Team
 Fellow Bus Drivers and Bus Chaperones

External Pupils/Parents/Guardians

Main responsibilities/duties

Promote a positive bus atmosphere to ensure children arrive at school ready for their day of learning.

Responsible for the safety, comfort and welfare of the children during the entire journey from home to School and vice versa.

Monitor and maintain behaviour on the bus.

Ensure seatbelts and booster seats where necessary are used correctly.

General requirements

To carry out all duties in accordance with the School Transport Policy, and the School's Health and Safety Policy and Procedures and in accordance with Health and Safety Legislation as appropriate.

To comply with the School's operating policies and procedures as issued from time to time, particularly the School's Safeguarding Policy.

To carry out any other duties that might reasonably be required from time to time according to the needs of the school.



Person Specification

- Be a team player with flexibility and a willingness to change and adapt.
- Integrity, honesty, loyalty, reliability and punctuality.
- Diplomacy, discretion, patience and humour.
- Heightened road safety awareness.
- Good local knowledge of roads and routes leading to and from the school.
- Drivers must hold full UK driving licence for a minimum of 12 months and be over the age of 21 years of age
- Be prepared to take any additional training as required.

Conditions

The working hours will be 17.5 hours per week Monday to Friday between 7am to 8.30am, and 4pm to 6pm. This is a term time only position (33 weeks per year)

The annual salary for the role is £7905 per annum (£11.95 per hour)

Hazelwood School is committed to Child Protection and the successful candidate will be required to obtain an enhanced DBS Certificate, through Hazelwood, prior to starting work.

Application Process

The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Applications

- Application forms can be found on TES
- For safer recruitment purposes application forms need to be completed in full and CV's will not be accepted

References

- References may be taken up before being shortlisted, please indicate on your application form if you have any objection to us contacting the referee prior to interview.

Dates

- Closing Date: 21st March 2025
- Interview Date: During the week commencing 24th March 2025
- Interviews and appointments may be arranged where a suitable candidate is found prior to the closing date.

More information

- For more information on the role, or to come and visit Hazelwood School prior to applying then please contact HR on recruitment@hazelwoodschool.com.

Hazelwood School Competencies

Building Relationships

To foster and promote positive, trusting and professional relations within and beyond the school community.

Professionalism

Shows consideration and respect for others and embraces diversity within the Hazelwood community. Demonstrates excellent professional knowledge and passion for their job role whilst maintaining high expectations of themselves and others.

Communication

The ability and drive to share and receive information (both written and verbal), seek advice and liaise with the staff, children, parents and others within the Hazelwood community.

Planning and Organisation

The ability and desire to plan and organise effectively to meet the needs of all.

Adaptability and Flexibility

To demonstrate a willingness to be open to change, to be approachable and pro-active in all aspects of your role.

Teamwork

The ability and desire to work cooperatively with others, recognising and supporting team members. Understanding that there are many varied teams within Hazelwood, involving students, staff, parents, Governors and Community constituents.

Big Picture Thinking

To be able to see the School as a whole and not just your department's perspective. To contribute to the whole School Vision by driving for the change and innovation it promotes, maintaining the highest of expectations from yourself and those around you.

Leadership

To influence and maximise the effort of others towards the achievement of our school vision and to translate this vision into reality.

