



Cobham Hall

Day and Boarding School for
Girls and Boys aged 11 - 19.

Education for life.

Driver

Candidate Information Pack
Support Staff





THERE'S MORE IN YOU
THAN YOU THINK.



Welcome to Cobham Hall

Set within a stunning historic estate and 150 acres of picturesque Kent countryside, yet just 30 minutes from central London, Cobham Hall provides the ideal blend of academic excellence and broad education.

A rare opportunity to join a small, friendly, supportive community, where class sizes are small, and students are engaged and welcoming.

Closing date for applications: **Tuesday 3rd March 2026**

The School reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.



Key facts about the role:

Part of the Mill Hill Education
Group

Salary

£14.14 PER HOUR

Contract Type

ZERO HOURS

Reporting Manager

ESTATES MANAGER



About the Role

Cobham Hall School is seeking a reliable and professional Driver to provide safe and punctual transport for students to and from the School each day. The role involves following designated routes and schedules, collecting students from agreed pick-up points in the mornings and returning them home in the afternoons, helping to ensure a calm and positive start and end to the School day.

The Driver will be responsible for carrying out daily vehicle checks, maintaining high standards of cleanliness and safety, and complying fully with the Highway Code and relevant legislation. The role also requires accurate record keeping and clear communication with parents, students and School staff when necessary. This is a term-time position requiring flexibility in working hours and a strong commitment to student wellbeing and safeguarding.

The hours of work are not fixed but vary to meet the needs of the students. The current vacancy will require the driver to leave Cobham Hall at approximately 6.00am and returning at around 8.15am and then, in the evening, leaving at 4.30pm three days a week and 5.30pm two days a week. Extra time is required in the morning to carry out daily checks. Additional shifts are often available in the evenings and, occasionally, at weekends and during School holidays.





Job Description

Key Tasks and Responsibilities:

- Collecting students from given pick-up points along a designated route and delivering them to the School (mornings); collecting students from the School and dropping them back at the designated drop off points(afternoons).
- Record any notifiable instances on the weekly assignment log; providing sufficient descriptive information to enable any follow up action to proceed with authority.
- Adhere to the Highway Code and relevant laws. Note that the School will not be responsible for any fines incurred during the course of your duties.
- To carry out any other duties applicable to the grade and standard of the post.

Ensure before each run that:

- The School vehicle is clean, both inside and outside.
- A visual inspection of tyres, lights, oil, water and fuel is carried out.
- Required signage outside or inside the vehicle (if any) is securely in place and visible.
- A dedicated mobile for the vehicle is in place and telephone is charged and topped up.
- Liaise directly with parents and/or students when necessary.



Person Specification

Qualifications, Skills and Experience

Essential

- Good time management.
- Good interpersonal and communication skills.
- Professional manner and approach.
- Excellent attendance and punctuality.
- Excellent attention to detail.
- Flexible approach to working hours.
- Full driving licence.

Desirable

- Category D licence.
- Experience of driving a minibus.
- IT skills.

Previous experience of working in a school is not required but would be advantageous. However, lack of experience should not discourage good applicants from applying for the position.





About the School

Cobham Hall is a prestigious Grade I listed Tudor mansion, built in 1584, set within 150 acres of stunning 18th century parkland in the village of Cobham, Kent. Conveniently located, only 30 minutes from central London via high-speed rail from Ebbsfleet International and within an hour's drive of the Channel ports at Dover and Folkestone.

Founded in 1962, the School combines rich history with a forward-thinking approach to education.

Cobham Hall is a co-educational boarding and day school for students aged 11-19. Cobham is a proud member of the Round Square Network since 1971 - the first all-girls' school to join - it embraces the Round Square IDEALS within its ethos.

The School is widely recognised for its commitment to student wellbeing and is a leader in pastoral care and innovation.

Small class sizes ensure personalised support, with dynamic and engaging lessons that inspire academic excellence and personal growth.

Headmistress Mrs Wendy Barrett, who took up her role in 2020 after serving as Deputy Headmistress, has introduced an ambitious strategy to raise standards and equip students with the academic and character skills needed to thrive in an ever-changing world. With a strong emphasis on values, wellbeing and academic success, Cobham Hall prepares students for life beyond the classroom, empowering them to reach their full potential.

A part of the Mill Hill Education Group

In March 2021, Cobham Hall joined the Mill Hill Education Group, a charitable collection of independent schools. Its aims of instilling values and inspiring minds has been a key focus since the founding of Mill Hill School in 1807. All Schools share an educational philosophy around developing thoughtful and responsible pupils with a global outlook. School life combines academic rigour with a breadth of opportunities to develop young people able to flourish in an ever-changing world.



Pupils have an excellent understanding of the value of diversity and are well prepared for their future lives."

Independent Schools Inspection 2023



Why Choose Us

- Excels in STEM and the Arts: 100% pass rate in Biology, Chemistry, Physics and Music.
- Non-selective nature inspires every student to step beyond their comfort zone.
- 1/3 of GCSE students achieved Grade 7 (A*/A) or above in all of their subjects.
- 20+ nationalities across our community.
- 90% of A Level subjects had a 100% pass rate.
- A digital school.
- More than 75% of students get into their first choice university, including Russell Group universities.



**SOUTH ENGLAND
PRESTIGE AWARDS**

2024/25 WINNER

Boarding School of the Year



**Muddy's
BEST SCHOOLS
AWARDS 2024**

**HIGHLY
COMMENDED**

PREPARED FOR LIFE AWARD

SENIOR SCHOOL

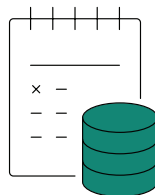
In association with
DEBRETTS
EDUCATION



Cobham Hall Benefits



Free
on-site
parking



Pension
schemes



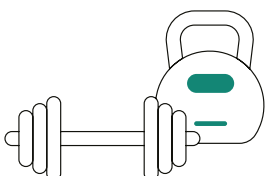
Opportunities
for continued
professional
development



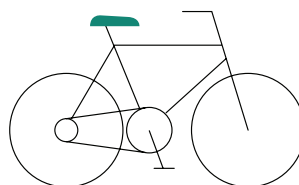
Access to 150 acres of Grade II*
designed parkland



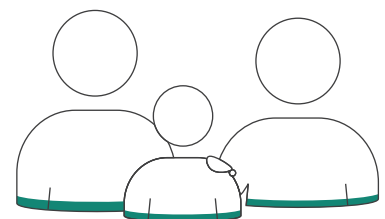
Lunch included



Use of the
School fitness
room, studio and
swimming pool



'Cycle to Work' Scheme



Small class sizes

How to Apply:

1

If you would like to apply for this role, please complete an application using the Apply button below.

[**APPLY**](#)

2

Our Guidance Notes for Applicants can also be found on the portal. Please complete the application by 9.00am on **Tuesday 3rd March 2026**.

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The Mill Hill Education Group reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.



The Mill Hill Education Group is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

The Education Group apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Education Group is committed to Equal Opportunities and welcomes applications from all sections of the community.

Successful applicants will also be expected to keep up to date with annual safeguarding training and School specific safeguarding information.



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Education for life.



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Follow us @cobhamhall



In partnership with



January 2026