



Heathfield
School
Ascot

Minibus Driver Candidate Information Pack



INTRODUCTION

You will be part of a small, flexible team, operating minibus routes to and from the School, collecting and returning pupils from designated pick-up points.

Closing date for applications: 9:00am on Tuesday 6 October 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:

Salary

£11,286 PER ANNUM
(£17.10 PER HOUR)

Hours

20 HOURS PER WEEK

Contract Type

PERMANENT – TERM TIME
ONLY (33-WEEK
CONTRACT)

Pension

STANDARD LIFE 5%

Holidays

INCLUDED IN THE
HOURLY RATE

Reporting Manager

RACHEL FRIER, BURSAR

Other useful information

BREAKFAST INCLUDED
ONSITE PARKING
DEATH IN SERVICE PROTECTION

THE POSITION IS SUBJECT TO A 6 MONTHS PROBATIONARY PERIOD.

THE SCHOOL

Heathfield is a vibrant independent boarding and day school for girls, introducing a co-ed Sixth Form in September 2026 and welcoming boys into the Lower Years from September 2027. A member of the GSA and BSA, the school educates approximately 200 students, around 70% of whom are boarders. Recent developments in the boarding model have fostered a fully integrated and contemporary community, ensuring boarders and day students are fully integrated. This cohesive environment underpins a consistently supportive, inclusive and collaborative culture, where boarding and day students engage fully in all aspects of school life and contribute equally to a unified and thriving community.

A 'small school, offering big opportunities', Heathfield prides itself on giving every girl the chance to discover her unique passions and talents, and accordingly, to develop the self-belief and confidence to succeed, and 'make her mark'.

Technology is embedded within the academic life of the school and includes a multi-media digital recording studio.

Heathfield is set in a stunning Italianate mansion surrounded by 36 acre grounds formerly owned by the Paravicini family – relatives of Queen Camilla.

As part of 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 students 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.



JOB DESCRIPTION

KEY RESPONSIBILITIES

- Drive the School minibus on pre-defined routes, ensuring timely and safe collection and drop-off of pupils
- Complete the minibus register and be aware of route changes and road disruptions
- Support pupil behaviour management and safety by enforcing seatbelt use and reporting concerns
- Perform daily vehicle checks and maintain a clean and roadworthy vehicle
- Availability to work flexibly across weekdays and weekends, is not essential but is desirable
- Abide by the law and Highway Code, ensuring passenger safety



PERSON SPECIFICATION

SKILLS AND KNOWLEDGE

- Full, clean current driving licence, Category D1 is desirable
- Minimum 2 years of driving experience, preferably in a similar role
- Excellent timekeeping and communication skills
- Organised and calm under pressure
- Capable of using their own initiative
- Previous experience working in a school is desirable but not essential



TERMS

BENEFITS

We not only offer inspirational learning environments for pupils, but also great places to work for our staff. In addition to working in a beautiful setting we also provide a range of benefits:



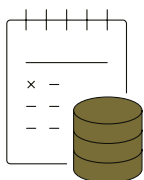
Salary

Competitive.



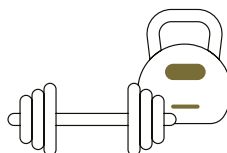
Parking

Free parking is available on site.



Pension

Eligible staff will be automatically enrolled onto the contributory pension scheme.



Welfare

Welfare initiatives available to staff include free use of the gym, access to discounted massage and reflexology sessions, spin bike and yoga classes. The School offers medical care, as well as access to a counsellor.



Meals and Refreshments

We provide nutritious meals in the Dining Hall during term time and refreshments are available throughout the day, both are free of charge.



Equality and Diversity

Staff are expected to promote equality of opportunity for all pupils and colleagues, both current and prospective, and support an environment that values diversity.



Personal Accident Insurance Scheme

The School currently participates in a Personal Accident Insurance Scheme.



Fee remission

The School currently offers a discount on fees should their child attend the School.



Promoting British Values

Heathfield recognises the importance of placing emphasis on fundamental British values in the curriculum and all other aspects of school life. These values reflect the ethos of the School and all members of the community have a role to play in delivering the values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs. All staff are responsible for promoting these values when opportunities arise.

HOW TO APPLY

KEY DATES

APPLICATION DEADLINE: 9AM ON TUESDAY 6 OCTOBER 2026.

Please note that we are unable to accept applications unless they are made on our own application form. Due to the high volume of applications received, only shortlisted candidates will be contacted for 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 an Enhanced DBS Check. The schools 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, DfE guidance and School specific safeguarding information.

If this new opportunity sparks your enthusiasm and you wish to be part of our wonderful team, please click the button here to complete your Application Form.

APPLY





Heathfield School Ascot

Heathfield School

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Part of Mill Hill Education Group