



The Abbey

# Casual Minibus Driver

A casual position commencing in September 2025

Candidate Information



The Abbey

Leading with Confidence  
Learning with Purpose  
Living with Joy

# Job overview

Supporting The Abbey School community by transporting Students to and from their homes safely, driving mostly around Reading and the surrounding villages. The postholder may occasionally be asked to drive longer distances for school trips etc.

This role is a casual contract, with no guaranteed hours and little notice to work may sometimes be given.



# Key responsibilities

- Driving School minibuses and other Estates vehicles, as and when required, competently and safely
- Primarily safely picking up and dropping off students at school and home
- Daily minibus and other Estates vehicles maintenance and safety checks to ensure the vehicle is roadworthy at all times
- Correct and timely reports of vehicle faults to the Head of Estates
- Maintaining all relevant paperwork, especially driving and vehicle records after each journey
- Maintaining the cleanliness of the Minibus, particularly at the end of each journey
- Ensuring all passengers are aware of health and safety requirements affecting them and that they are compliant (e.g wearing a seatbelt)
- Any other reasonable task as requested by the Head of Estates, Deputy Estates Manager or Estates Supervisors
- Providing additional support to the Estates Team as and when required, these include be
  - General maintenance of the grounds
  - General rubbish / recycling collections
  - Setting up / down of events





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# Candidate requirements

## Person specification

- Understanding and experience of Minibuses to carry out maintenance and safety checks
- Reliable, punctual, well presented and personable.
- Good verbal and written communications.
- A pleasant and friendly manner with a professional approach to driving.
- Understanding of Safeguarding requirements within an educational setting
- Commitment to the School's ethos and values
- Proactive and enthusiastic team player
- Seeks to demonstrate and encourage our key purpose in all ways: to equip students to live with confidence, purpose and joy
- Demonstrates and represents the School's values of courage, honesty and kindness
- Committed to promoting the wellbeing of students

## Qualifications

- Clean and valid Full driving licence with D1 category endorsements (desirable)
- Aged 21 or over for Insurance purposes
- Experienced Driver

# About The Abbey



## Staff and governance

The Abbey School has over 1,000 students on roll with over 700 in the Senior School. The School has a workforce of approx. 350 Teaching and Support Staff.

## Values

Our values are courage, honesty, and kindness. We champion them every day; we are informed and tested by the positive tension that exists between them; and we seek to examine all our actions and choices in their light.

## Purpose

Working in partnership with families, we support each individual student to expand their horizons, discover their passions and fulfil their potential.

We offer academic excellence, extra-curricular opportunity and pastoral assurance within an environment prioritising kindness and fellowship.

Our objective over 130 years of leadership, innovation and reform has been to provide a liberal, practical and general education. That remains true today:

- Liberal in thought, tolerance, and generosity
- Practical in preparing students to face a changing world on their own terms, excited by opportunity, resolute towards uncertainty and committed to leadership and service
- General in the remarkable breadth and range of experience and encouragement to participate



# Reading town

The Abbey's town centre location places us at the heart of a thriving, busy and diverse community, whilst our extensive coach network helps provide accessibility from locations across Oxfordshire and Berkshire for both Junior and Senior girls.

As one of the most vibrant towns in the UK, with a focus on technology and innovation industries, Reading offers wonderful opportunities, from the glories of the Chilterns and the Thames, and beautiful parks, to outstanding shopping and a constantly evolving restaurant scene.

## Getting to The Abbey

By Car - ten mins from the M4, Junction 10 or 11

By Bus - The Abbey is served by the no. 21 bus which stops outside of the school

By Train - 10 minute walk from Reading Train Station





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# Package

This is a casual position commencing in September 2025. Due to the nature of this contract, there are no guaranteed hours and little notice to work may sometimes be given.

## Salary

**Up to £14.00  
per hour**  
(depending on experience)

## Pension

All eligible, non-teaching employees will be automatically enrolled into the non-contributory Group Pension Scheme, run by ReAssure after 3 months employment with the school. The School contributes 8.35% of the monthly salary into the pension scheme.

## Location

**The Abbey Senior School**  
**Kendrick Road,**  
**Reading, RG1 5DZ**





# Abbey life & benefits



Dining



Electric Vehicle Leasing Scheme



Free Parking



Cycle Scheme



Sports Facilities



Employee Assistance Programme (EAP)



Pension



Income Protection



Family Friendly Policies



Concessions and Discounts



Private Healthcare Scheme



Interest Free Season Ticket Loan



Professional Development



Staff Accommodation



IT equipment and resources



# Application

Candidates will be invited to attend a formal interview and have a tour of the school. Applications will be dealt with as we receive them. We reserve the right to close the application process early if a suitable candidate becomes available. We therefore actively encourage early applications.

Closing date

**1 July 2025**

Application Form

[Click here to download  
the application form](#)



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# Terms and conditions

## Diversity and inclusion

The Abbey is passionately committed to promoting and supporting a diverse and inclusive community of staff and students. We seek to offer fair and inclusive interview and employment policies and arrangements that avoid bias and support all applicants and staff equally.

## Safeguarding

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

## Health and safety – it is a duty of employees:

- To be familiar with, and conform to, the School's Health and Safety Policy and procedures
- To take reasonable care of themselves and other persons who may be affected by their acts or omissions at work
- To cooperate with employers in order to ensure that employers' duties can be performed and complied with
- To report all accidents and damage immediately
- To report all observed hazards or dangerous occurrences immediately
- Neither intentionally nor recklessly to interfere with any equipment provided

## Security

All employees are required to remain vigilant on the School premises and to report any security issues to the Head of Finance and Resources immediately.

## Terms of employment

Under current legislation, the School is required to advise applicants that this appointment will be subject to a satisfactory enhanced criminal record check by the Disclosure and Barring Service.

Details of any criminal record (spent or unspent, due to exemption from the Rehabilitation of Offenders Act 1974) must be disclosed at interview. Only relevant convictions and other information will be considered, so disclosure need not necessarily be a bar to obtaining a position at this School.