



KENT COLLEGE
CANTERBURY

School Minibus Driver



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KEY APPOINTMENT DETAILS

Job title:	School Minibus Driver
Reporting to:	Head of Administration & Transport
Employment status:	Part Time, Term Time Only
Job location:	Kent College, Canterbury
Start date:	As soon as possible from January 2026

If a pool of suitable candidates becomes available before the closing date, Kent College reserves the right to interview and appoint without further notice



THE SCHOOL

Kent College is a co-educational school with a Methodist foundation. The school is located in Canterbury, just one hour from the centre of London by train. Our Senior School (11 - 18 years) has some 600 pupils, with approximately one-third boarding and two-thirds day. We also have a thriving Junior School (3 - 11 years) with around 200 pupils in total.

Our school enjoys a high reputation for academic standards across a broad curriculum including Sport, Music, Drama and Art. Academic provision includes A-Level as well as the IB Diploma for Sixth Form, and GCSE, IGCSE and pre-IB for Key Stage 4. Results place Kent College among the best UK schools.

Kent College is a happy, caring and successful school in which pupils feel supported and encouraged to aim for high standards of achievement and conduct. The school was inspected by the Independent Schools Inspectorate in October 2022 and was found to be Excellent in all aspects.

In August 2016 Kent College opened a school in Dubai, and in September 2022 the primary stages of Kent College West Cairo accepted its first students. Summer 2019 brought the opening of a state-of-the-art auditorium, The Great Hall, which seats 600. The Hall is used by the whole school for worship, and as a versatile and practical space for our highly regarded Drama and Music departments, as well as being available for use by the local community.



OUR VISION FOR EDUCATION

Kent College is a values-led inclusive community, with a clearly articulated mission statement and a wisely circulated set of aims and values.

Please see these statements as much more than pious platitudes. At Kent College, we genuinely try to live by them.

Education that is focused upon the needs of each individual, developing inquiring and knowledgeable people who understand how to lead happy and fulfilling lives, as compassionate members of a global community, with the skills to play active roles in an inclusive and sustainable future.

OUR SCHOOL VALUES

OPENNESS

embrace equality, diversity and inclusion

RESPECT

value oneself, others, and the world around us

KINDNESS

be considerate and compassionate towards others

ACTING JUSTLY

work for good through service to others

RESILIENCE

build the courage to take risks and to forgive others

AMBITION

engage positively with all learning opportunities

CURIOSITY

inquire actively

HUMILITY

walk humbly



THE ROLE

We are looking for a reliable and trustworthy School Minibus Driver to provide an effective, professional and safe minibus service to Kent College's pupils as and when required.



JOB DESCRIPTION

The following list is not exhaustive but serves as an indication of what the role encompasses. It is not intended to have contractual effect.

The School Minibus Driver will:

Main Duties and Responsibilities

- Driving a Kent College vehicle (usually a minibus)
- Responsible for the safety, comfort and welfare of the pupils and staff
- Carry out driver's daily and weekly vehicle checks, and to carry out basic maintenance
- Report any vehicle defects, faults, incidents and accidents
- Be responsible for the cleanliness of vehicles, and ensure the vehicle is in a clean and roadworthy condition before and after use.
- Refuel vehicles as required
- Cover for absent colleagues
- Be available to help with extra overtime (School trips, Sports fixtures etc)
- Maintain and help to promote a good company image, working attire should be worn at all times and kept in a clean and tidy condition.
- Work within health and safety guidelines and other guidelines that may be issued from time-to-time
- Work within the constraints and guidelines as set out in the school's Driving Policy
- To undertake any other associated duties as required by the Transport Co-Ordinator.
- Take responsibility for the health and safety of Kent College vehicles and users.

Training

- Attend relevant training courses as identified and agreed, this will include 'Minibus Driver Awareness Scheme'.



PERSON SPECIFICATION

Qualifications

- Clean driving licence, including D1 on the licence

Experience

- Experience of driving a large vehicle, preferably an LGV/PSV
- An ability to communicate with a range of people

Personal Attributes

- Reliable and trustworthy
- Honest, sense of responsibility and confidentiality
- Flexible approach to working arrangements
- Sensitivity to user needs
- Willing to undertake additional training to enhance the services delivered by Kent College.



SAFEGUARDING DUTIES & RESPONSIBILITIES

The successful candidate will need to satisfy the conditions appertaining to a satisfactory DBS check before taking up their appointment. They will be required to complete a medical questionnaire and produce evidence of all qualifications cited on the application form.

Kent College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful applicant will be expected to uphold this duty with regard to all children and young persons for whom they are responsible and with whom they come into contact. All members of staff are expected to abide by the safeguarding policies in place and undertake relevant training.

This role is a student specific support role involving extensive contact with and responsibility for children.

References will be taken prior to the interview, and one of these referees should usually be the applicants current or most recent employer.

Keeping Children Safe in Education asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability.

Applications must be made via Kent College's online application system. CVs or details sent directly to us cannot be considered.

EQUAL OPPORTUNITIES

Kent College staff and pupils are proud to be part of a welcoming international boarding community. We value diversity and promote equality at all levels, and are passionate about attracting a diverse pool of applications through an inclusive appointment process. Reasonable adjustments will be made at each stage of this process for any candidate with a disability. We warmly welcome applications from professionals of all backgrounds and ethnicities, and particularly encourage applicants who identify as black, asian or minority ethnic groups as these groups are currently underrepresented in our community.



THE PACKAGE

Hours: 23 hours per week, 6:15 - 8:30 & 17:15 - 19:30, Monday to Friday, term-time only

Salary: £11,999 per annum (£26,728 FTE)

Pension: Contributory Pension Scheme TPT (DC)*

Benefits:

We offer a range of great benefits at Kent College, including:

- Workplace Pension Scheme / Contributory Pension Scheme (TPT)
- Generous training and mentoring package
- Private healthcare via Benenden Health
- Free lunches in term-time plus hot drinks and snacks*
- Tuition fee remission*
- Free car parking
- Employee Assistance Programme
- A variety of discounts and benefit schemes including Cycle to Work, Home & Tech and Octopus Electric Vehicles

**Conditions apply*

