



Minibus Driver(s) Split-Shifts or Job Share



Contract: Permanent

Hours: Part-time, Term-time + 1 Week

07:15 to 09:15 and 15:00 to 17:00 Mon-Fri (Split-Shifts or Job Share)

Salary: £10,803.70 per annum

FTE: 0.4567

Start Date: 1 September 2025

Reporting to: Assistant Headteacher – Sixth Form

Closing Date: Sunday 27th July 2025

Welcome to KEVIGS

King Edward VI Grammar School (KEVIGS) is an 11-18 school in Louth, Lincolnshire with approximately 960 students on roll. Our ethos is to provide our students with a holistic, academic education that builds a strong foundation for life beyond school.



JOB DESCRIPTION AND PERSON SPECIFICATION

We are looking to recruit either one Minibus Driver on a split-shifts basis or two Minibus Drivers on a job share basis. The driver will be responsible for providing a safe, reliable, and punctual transport for students to and from school, ensuring the wellbeing and safety of all passengers at all times.

Responsibilities will Include:

- Drive the Sixth Form minibus along a designated route, collecting and dropping off students safely and on time.
- Carry out daily vehicle checks and report any maintenance issues or defects immediately.
- Ensure the minibus is clean, tidy, and presentable at all times.
- Adhere to all road traffic laws and school transport policies.
- Assist students in boarding and leaving the minibus, particularly those with mobility issues or special needs.
- Maintain good communication with school staff, parents, and students.
- Keep accurate records of mileage, fuel usage, and journey logs if required.
- Manage student behaviour on the bus to ensure a safe environment.
- Respond calmly and appropriately to emergencies or incidents while on duty.

Person Specification

Essential:

- A full, clean UK driving licence (Category D1 is required).
- Proven experience driving minibuses or similar-sized vehicles.
- Good knowledge of local roads and routes.
- Strong awareness of safety procedures and child safeguarding principles.
- Reliable, punctual, and responsible.
- Excellent communication and interpersonal skills.

Desirable:

- First Aid Certificate.
- MIDAS (Minibus Driver Awareness Scheme) training or willingness to undertake it.
- Experience working with children or in a school environment.

The roles and responsibilities listed within this application are the main duties of this post, however, each individual task undertaken on a daily basis may not be identified. These duties may change occasionally without changing the overall post or level of responsibility. They are correct at the time of publication but may be reviewed annually following consultation with you to reflect any anticipated changes in the requirements of the position. It is our priority to make any reasonable adjustments to the job and working environment to enable applicants with a disability to have equal employment opportunities.



HOW TO APPLY

Please apply through TES JOBS

<https://www.tes.com/jobs/vacancy/minibus-driver-lincolnshire-2237381>

We do not accept CVs

Closing Date: Sunday 27th July 2025

The School reserves the right to bring the closing date forward if it has a suitable field of applicants.

We are committed to safeguarding and promoting the welfare of our students and expect all staff and volunteers to share this commitment. The School reserves the right to obtain formal and informal background information about an applicant to determine whether they are suitable to work at the School. Online searches and reference checks will be undertaken on shortlisted applicants and at interview all candidates must bring with them their birth certificate and a valid passport to confirm their identity, in addition to certificates confirming education and professional qualifications. An enhanced criminal record check via the Disclosure & Barring Service (DBS) will be undertaken for the successful candidate, including a check of the DBS Children's Barred List. All applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with the DBS and at least two satisfactory references, and sign-up for the DBS Update Service. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.