



APPLICANT PACK

Minibus Driver

St Joseph's Catholic Primary School, Loftus



Letter to Applicants

Dear applicant,

We are delighted you have shown an interest in the role of Minibus Driver. Although we are a Catholic Trust we welcome both staff (and pupils) from all faiths to join our family of schools.

Within this application pack you will find:

- a) Information on how to access the online application form and additional forms related to this (these can be completed electronically and emailed)
- b) Job Description and Person Specification
- c) Further information about our Trust including our Benefits and Wellbeing package.

Applicants should return their application forms to enquiries@stjosephs.npcat.org.uk by the **closing date, Friday 24th April 2026, 9am**. Any gaps in previous employment must be explained.

Should you wish to have an informal discussion about the role, please do not hesitate to contact Mr S Geaves, Headteacher on 01287 640613.

As mentioned in the advertisement, a DBS disclosure is required for this post. It is important to note that:

Nicholas Postgate Catholic Academy Trust is committed to safeguarding and promoting the welfare of children.

We would like to take this opportunity to thank you for your interest in this vacancy and wish you well with your application.

Job Advert

Required:	As soon as possible
Salary:	£25,989 - £26,403 pro rata (actual salary £7,834 - £7,959)
Hours:	13.25 per week, Monday to Friday, Term Time Only
Contract Type:	Permanent
Location:	St Joseph's Catholic Primary School, Rosecroft Lane, Loftus, TS13 4PZ

We are seeking a reliable, responsible, and child-friendly Mini Bus Driver to join our primary school team. This role plays an important part in ensuring our pupils travel safely and comfortably to and from school activities. The hours of work each week are 13.25 hours. Monday, Tuesday, Thursday and Friday 7.30-8.45am & 3.00pm -4.15pm, Wednesday 7.30-8.45am and 2.15pm – 4.15pm. **We welcome applications from candidates who can either work every morning, every afternoon or both.**

Catholic schools are welcoming places to pupils and members of staff from all faiths and none. More than a quarter of a million pupils and almost half of teachers in Catholic schools are not of the Catholic faith.

St Joseph's Catholic Primary School is a small primary school within the Nicholas Postgate Catholic Academy Trust. Our mission; 'Christ be our light, in life, love and learning' is central to all we do and our high expectations, relationships, good standards and practices are rooted in this mission. In our recent school inspection we were described as a small school with a big heart November 2024.

Key Responsibilities

- Safely transport pupils to and from school, trips, and extracurricular activities
- Carry out daily vehicle safety checks
- Ensure pupils are seated and wearing seatbelts at all times
- Maintain a calm, positive, and supportive environment on the bus
- Follow school safeguarding policies and procedures
- Keep the vehicle clean and roadworthy

The Ideal Candidate Will

- Hold a current, clean UK driving licence with D1 entitlement
- Enjoy working with children and understand their needs
- Be punctual, dependable, and safety-conscious

We Offer

- A welcoming and supportive school community
- Children who respect, care and value one another.
- Term-time working (ideal for work-life balance)
- A unique and beautiful school environment
- Training and guidance on safeguarding and school procedures
- An experienced and committed staff with a supportive Governing Body.

For further information or to arrange a visit, please contact Kelly Matchett, Business Support Officer at enquiries@stjosephs.npcat.org.uk

Closing date: Friday 24th April 2026, 9am
Interview date: Wednesday 29th April 2026

Please refer to the back cover of the application pack for details of how to apply for this position.

Nicholas Postgate Catholic Academy Trust is committed to equality of opportunity, safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check along with other relevant employment checks. The successful candidate will be required to sign a Catholic Education Service contract.

Job Description

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

Post title: Minibus Driver

Grade: E, SCP 6-7

Job Purpose

To operate the school minibus for the schools home/school transport, under the direction of the Headteacher.

Main Responsibilities

Safety

- Ensure Safety of Passengers. Inform the Business Manager immediately of any hazards, defects, non-compliance of Health and safety regulations or PCV Compliance regulations including any threat to the wellbeing of any students and staff.
- To transport staff and students on school sports fixtures or for school trips/events as required.
- Ensure parents, students, and staff are treated with politeness and courtesy and be always a good ambassador for the school.

Compliance

- To always observe the current legislation and vehicle licensing law, including E.U Drivers Hours, W.T.D and daily pre drive, defect reports and route registers.
- To maintain and provide proper records as required.

Maintenance

- To maintain the minibus by keeping it tidy and cleaned after use
- Refuelling vehicle as required.

Other

- Ability to adapt to change in situations.
- To undertake any training as required.
- Be flexible to work when required with reasonable notice.

Safeguarding, Equality & Diversity and Health & Safety

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the NPCAT's Equality Policy and objectives.
- To comply with Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a proactive approach to health and safety matters in order to protect both yourself and others.

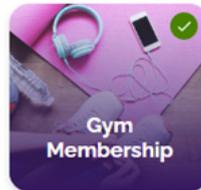
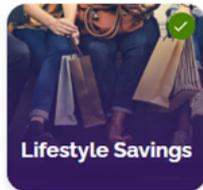
These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Headteacher/Line Manager may determine.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY TRUST POLICIES. THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE

Person Specification

Stage	Essential		Desirable	
Experience			D1	Experience of working in a similar role
			D2	Experience of working with children
Knowledge & Skills	E1	Ability to communicate with a range of people		
	E2	Competent to carry out daily and weekly vehicle checks		
Personal Attributes	E3	Positive attitude towards work		
	E4	Pleasant, patient and helpful		
	E5	Punctual, reliable and trustworthy		
	E6	Flexible approach to work		
Special Requirements	E7	Hold a current, clean UK driving licence with D1 entitlement	D3	An understanding of safeguarding and child protection requirements
	E8	Age 25+ for Insurance purposes		
	E9	An understanding of the Catholic ethos of NPCAT		

Why work for us



NPCAT recognises the importance of staff welfare and a managed workload and this is reflected in the way we treat our people.

As a responsible and caring employer, we appreciate and value each of our staff. Their holistic health and wellbeing are vital to enabling all of us to maintain the optimum work-life balance.

We see exceptional staff welfare as an essential element towards enabling us to develop a rich, nurturing climate for learning across all our schools.

We offer a broad package of emotional and practical support to our staff.

We are clear about our expectations of employees and offer a positive, transparent and supportive working culture in return.

We offer:

- Competitive pay
- Defined benefit pensions
- Annual pay progression and recognition of additional responsibilities
- Annual cost of living adjustment
- On-site parking at our school premises
- Support with parking and subsistence costs where appropriate.

Additional benefits include access to:

- Vivup - Lifestyle savings - store discounts
- Vivup - Discounted gym membership
- Vivup - Cycle scheme
- Full wellbeing package

NPCAT is committed to equality of opportunity and will not tolerate any harassment, intimidation, discrimination or victimisation.



How to Apply

Application form and further information is available from:

npcat.org.uk/current-vacancies

Applicants should complete and return a **Support Staff Application Form & Recruitment Monitoring Form** to: enquiries@stjosephs.npcat.org.uk

Should you be shortlisted for an interview, you will be required to complete a Rehabilitation of Offenders Disclosure Form.

Job Description: This informs you of the main responsibilities for the post and explains what we are looking for. It informs you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

Person Specification: This specification sets out which criteria will be used to shortlist candidates for interview.

If you require any additional information about this post, please contact Mr S Geaves, Headteacher on 01287 640613.

Thank you for your interest in NPCAT. We look forward to receiving your application.

Please note that if you do not hear from us within 2 weeks from the closing date you are to assume your application has been unsuccessful on this occasion.