

Position of
**PART-TIME
MINIBUS DRIVER**

Yarm School,
North Yorkshire



Co-educational | Day School | Ages 3-18 | HMC



WWW.YARMSCHOOL.ORG



THE ROLE

We are looking to recruit reliable, enthusiastic and flexible part time minibus drivers on a permanent basis into our team. The purpose of this role is to provide the daily home transport service to pupils to and from their designated stops on the bus routes whilst ensuring the pupils safety and welfare at all times. The maximum number of pupils on a minibus at any time would be 16, varying from ages 8-18.

The successful candidates should be able to provide excellent service, maintaining our high standards but also be approachable to pupils and parents.

The main shift patterns we require are:

6.45am to 8.45am
6.30 am to 8.45 am
3.45pm to 5.45pm
3.45pm to 5.45pm

These shifts are required Monday to Friday for the weeks during the School term time (35 weeks per year which includes 4 training days per year). We would welcome applications from those who meet the skill set and who can fulfil both shifts and/or mornings/evenings only, and also those who are only able to work certain days per week. A willingness to step-in at short notice to cover driver colleagues who are unwell would also be helpful. Please make clear on your application what your

availability would be. At a minimum we require two drivers to absorb these shifts however we are open to having a small but flexible team who would be able to cover this pattern on a rota if required. We would offer minimum hour contracts when we know the availability of successful candidates.

This role will require compulsory attendance at training sessions throughout the year (which will be pre-agreed in advance) and the job holder will need to be available to start 18th August 2025 to complete induction training in office hours prior to the start of the academic year, which is 26th August 2025. We envisage that future training sessions will also take place during the month of August, so availability to attend will be critical.

THE SCHOOL

Yarm School was founded in 1978. Growing quickly since that time, it is now firmly established amongst the country's leading co-educational day schools, with a superb academic reputation as well as a firm commitment to extra-curricular activities and trips. In addition to the Senior School, there is a Preparatory School, and a Pre-Prep which includes a Nursery. In total, there are over 1,100 pupils between the ages of 3 and 18.

There is an impressive array of facilities and accommodation at the Senior School, including a large classroom wing on the banks of the Tees which enjoys

beautiful views, a dance studio, extensive sport and drama facilities, underground changing rooms and a bar serving the award-winning Princess Alexandra Auditorium. The Pre-Prep and Preparatory Schools have their own self-contained accommodation on a safe and equally delightful site. The Pre-Prep is housed in a modern purpose-built development, whilst the Preparatory School is located on the site of the original Yarm Grammar School founded in 1590.

The School has ample outdoor space, sporting facilities, a boat house and friendly communal areas. A timber yurt provides space for the outdoor education and eco school curriculum.

LOCATION

Yarm is a beautiful market town on the edge of the Teesside conurbation which enjoys easy access to both town and countryside, including the nearby North York Moors, Yorkshire Dales and stunning coastline. Opportunities for outdoor pursuits and exploration of all kinds are many and varied. Similarly, the cities of Newcastle, York and Leeds are within close range and provide much in the way of arts and culture. With superb rail network links in the town itself and nearby, London is also only 2.5 hours away by direct train.

The school is very much a part of the town, with pupils, staff and parents enjoying all that the buzzing High Street has to offer by means of shops and cafes.

MAIN DUTIES

The main duties and responsibilities are detailed below

Transporting of Pupils

Driving a 16 passenger seat minibus on regular school bus routes with designated collection and drop off points in the local catchment area in accordance with the Highway Code. This will involve:-

- Collection of the designated minibus from the School site each morning.
- Picking up/dropping off eligible pupils only up from predefined bus stops.
- Using an electronic device to ensure all pupils check in to the journey using the BatOnRoute Check In System with their QR code.
- Ensuring pupils adhere to all necessary regulations throughout the journey, including remaining seated and wearing seat belts.
- Being responsible for the health, safety and security of the children while they are on the minibus and during

collection and drop off.

- Ensuring all means of exit are kept clear and accessible and free of any bags, personal belongings and sports equipment.
- Any unacceptable or disruptive behaviour of pupils should be dealt with by stopping the journey at a safe place until proper behaviour is re-established. This must be reported to the designated manager on returning to School.

Licence Requirements

The successful driver must have a valid driver's licence with a D1 qualification, preferably with a Driver CPC qualification, and must be over 21 years of age. The successful candidate must not have incurred more than 6 penalty points within the last 5 years. We would be willing to provide Driver CPC training for a dedicated and suitable candidate, subject to this being fully completed within 8 weeks of the start date.

All future driving endorsements and convictions, including speeding fines, which incur points being applied to the licence, must be reported to your line manager. Drivers will be responsible to pay fines and incur endorsements on their own licence.

All drivers must carry their licence at all times and are required to undertake a driver training and assessment session before being authorised to drive a School minibus.

Vehicle Maintenance

- Carry out basic safety vehicle checks each morning and evening to ensure the vehicle is roadworthy and results are recorded as required in line with the School's policies and procedures.
- If any defect is found, this must be recorded and reported to the Transport Coordinator. If a fault is identified which renders the vehicle unsafe or illegal to drive, the vehicle must not be used until the fault has been rectified. The backup minibuses should be used if required.
- Responsible for the refuelling of the minibus as necessary and in a timely manner to ensure that the route is not delayed.

Health & Safety

- To ensure the seating capacity/gross weight limit of the vehicle is not exceeded.
- To report immediately to the Transport Coordinator any accidents or incidents for the purpose of making or reporting an insurance claim. Such reports must include full details of third party involvement as well as the incident itself.
- Drivers must be in a fit physical condition to operate the vehicle and their ability to drive must not be impaired by alcohol, drugs (legal or illegal), or other potential impediments.



- It is an offence to operate a mobile phone whilst driving. The driver must stop the vehicle at the nearest safest point to use the mobile phone or they must use the hands free cradle and bluetooth function on the minibus where available.

General

- To act as a representative of Yarm School to both parents and pupils and ensure they are presentable in appearance and professional, polite and courteous at all times.
- To communicate with the School Office Manager about any delays or issues due to traffic or weather, and to follow instructions from them and in line with hazardous weather reports issued by the Met Office
- Ensure the minibus is kept clean and tidy after each use.
- Attend any necessary driver trainer assessments and any other training as relevant to the role.
- Attend relevant staff meetings, mandatory INSET training sessions, and training and development as

required by the post.

- To comply with the School's policies and procedures and report any concerns to an appropriate person.
- Contribute and carry out their duties in line with the aims and ethos of Yarm School.
- Undertake such other duties as are reasonably required by your line manager from time to time and in line with the role.
- Wear smart clothing and footwear, with branded uniform issued and a School lanyard.
- Report to the designated School Office staff by 5am or 1pm respectively, should drivers be unable to carry out their duties due to absence.
- Adhering to Safeguarding regulations.
- Ensuring clear communication to the Transport Coordinator and the driver's Line Manager in terms of any operating issues.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">Valid D1 licence	<ul style="list-style-type: none">DQC card (DCPC qualification)First aid certificationNVQ/GCSE Equivalent
Experience	<ul style="list-style-type: none">Driven minibuses or large vansWorked in customer facing rolesWorked with a variety of stakeholders in paid employment	<ul style="list-style-type: none">Worked in driving roleWorked with childrenWorked in a School/Education environment
Skills	<ul style="list-style-type: none">Ability to carry out basic vehicle checksConfidence to work with portable a check in systemDrive safely and within the law at all timesGood communication skillsAwareness of Safeguarding regulationIT confidence; using mobile software on tablet device	<ul style="list-style-type: none">Worked with a electronic check in system in the past or similar
Behaviour	<ul style="list-style-type: none">Friendly and approachablePolite and professionalOrganised and work to a scheduleAssert H&S guidance and appropriate behaviour to pupils on the busFlexibility to drive different routesConfidence to work in an environment with children	<ul style="list-style-type: none">Self starterInitiative to solve problems
Age	<ul style="list-style-type: none">Aged 21 years and over (due to the licence and insurance requirements)	

CONTRACTUAL MATTERS

- Hourly rate is £13.66 - £15.25 per hour (dependent on skills and experience).
- Part time, term time only post (35 weeks per year) shifts in the morning and afternoon, if you work both, you may leave the site between shifts.
- If a suitably qualified candidate does not already hold a DQC Card, then they should be willing and able to complete a Driver CPC qualification within 8 weeks. The school would pay for this training.
- Requirement to attend whole training days and additional training and CPD will need to be completed throughout the year, this will be pre agreed in advance and paid as overtime at the normal rate of pay should this extend outside of the contracted yearly hours.
- Available and ready to start mid August 2025 at the latest.
- Full availability required during the term times for shift patterns, no personal appointments or holidays are to be taken during shift patterns.
- Overtime would be paid to cover additional hours worked for any delays to routes and shift end times and additional shifts completed for covering absences.
- Additional driving work may be available to assist the school with trips, this could be midday and weekends and holidays.
- Statutory minimum holiday entitlement is additional to the hourly rate of pay and will be included in your monthly pay. Annual leave may only be taken in the school holiday periods.
- Once a working shift pattern has been agreed, the salary for the contracted weekly hours will be split into 12 equal monthly payments throughout the course of the year.
- Reports directly to the School Office Manager
- Pension for eligible employees
- No Smoking Policy on site
- Free on-site parking

EQUAL OPPORTUNITIES

Yarm School is committed to ensuring that all job applicants and members of staff are treated equally, without discrimination because of any protected characteristics as defined in law. We welcome applications from anyone who considers that they meet the requirements of the job advertised.

CRIMINAL RECORDS CHECK

Yarm School is required to seek a Disclosure from the Disclosure and Barring Service (DBS) in respect of successful applicants for all posts at the School where staff may come into contact with children. A criminal record will not necessarily be a bar to working in the School. Applicants who are invited to interview will be asked to submit a self-declaration form before attending the interview in which they will answer a number of targeted questions about any criminal history or information that would make them unsuitable to work with children. More information about this can be found at:

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>.

A copy of the School's policy on Vetting and Suitability Checks and the DBS Code of Practice may be obtained from the School Manager. Before an appointment is made routine checks will be undertaken to confirm identity and qualifications etc.

This post is a pupil-facing role and is therefore exempt from the Rehabilitation of Offenders Act 1974. This means that you will be required to confirm that you are not on the DBS Children's Barred List or disqualified from working with children, and further to declare any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) or other Orders of the Courts made against you, even if they would otherwise be regarded as 'spent' under this Act.

SAFEGUARDING

This role involves direct contact with children and will be classed as regulated activity, to this point a clear enhanced DBS check must be obtained prior to the role commencing, of which the school will carry out on the successful candidate along with other pre-employment vetting. This role is exempt from the Rehabilitation Offenders Act. Yarm School is committed to safeguarding and promoting the welfare of children.

Applicants for all vacancies at Yarm School are encouraged to read these policies on our website before applying

[Safeguarding and Child Protection Policy](#)
[Vetting and Suitability Policy](#)

BENEFITS OF WORKING AT YARM



Competitive Pay Scale
Yarm has its own competitive pay scale



Highly qualified teachers
Passionate subject specialists in all departments



HMC and IAPS
The School is a HMC school and the Prep School is a member of IAPS



Happy learning environment
Teaching groups are typically around 20 pupils in years 7-11 and lower at Sixth Form. Departments are well resourced



Generous school holiday
School holidays are longer by about 3 weeks than those in the state sector



Employee wellbeing
Yarm has an employee assistance programme with a helpline available to all staff



Generous DC pension
A generous defined contribution scheme is provided via the Aviva Pension Trust for Independent Schools



Discount on School Fees
Yarm offers a substantial discount on school fees for employees' children at the school



Wrap around care
Staff receive generous discounts on before/after school and holiday care for children attending Prep



Free school meals
Free school meals during term-time are very popular and staff rooms have complimentary coffee/tea biscuits



Access to Gym
The school gym is available for use by staff outside core teaching times



Car Parking
Staff at Prep and Senior School have access to free on site car parking



Cycle to work scheme
Save on buying a new bike with the Government cycle to work scheme through Yarm



Theatre discount
Staff receive discounts to both school and some external shows held in the auditorium



Fantastic High Street Location
The School is located in the beautiful, prosperous and vibrant market town Yarm

Application pack for
PART-TIME MINIBUS DRIVER
Yarm School, North Yorkshire



APPLY

Please apply using the application form which is available on the Yarm School website vacancy page. We can only consider applications in this format due to our Safeguarding requirements.

Deadline for applications is **12 noon Wednesday 28th May 2025.**
Interviews will be held week commencing 2nd June 2025.

Please submit your completed application form to the School Manager; CVs may also be submitted but are not a substitute for the application form. Download the full job description, application form and application process below. All applications must be sent via email to HR@yarmschool.org or posted to:

Yarm School
The Friarage
TS15 9EJ
Tel: 01642 786023

APPOINTMENT PROCEDURE

Candidates who are shortlisted will be invited to interview. If you have not been contacted within four weeks of the closing date please assume you have not been shortlisted.

We anticipate a lot of interest in this advert and therefore reserve the right to interview and appoint the right candidate prior to the stated appointment deadlines. We therefore recommend early submission of applications.

