



Barnard Castle School
ESTD 1883



Minibus Driver

For September 2026

Welcome from the Bursar

Dear Candidate,

Barnard Castle School is seeking a reliable and friendly minibus drivers to deliver our daily home to school transport service. The minibus drivers will deliver the service on a number of our regional routes in our minibus fleet. Our home to school transport service is essential in supporting parents who use the service to bring their children to school.

We welcome applications from all experience levels.

Barney is an exciting and hugely rewarding place to be, and I look forward to receiving your application.

With kind regards

A handwritten signature in black ink that reads "S.M. Metcalf". The signature is written in a cursive, slightly stylized font.

Suzanne Metcalf
Bursar



About Barnard Castle School

Barnard Castle School is a day, and a boarding school situated in the town of Barnard Castle in Teesdale. We operate 6 days a week, from Monday to Saturday inclusive, and have 9 bus routes bringing day children into school from a variety of locations in the region.

We are looking for a friendly and professional minibus driver who will be responsible for one of three bus routes operated by the school.

This is an ideal opportunity for someone who is looking for a term time only position who enjoys working with young people.

Job Description

Job Title: Minibus Driver

Reporting to: Director of Facilities and Estates

Role Type: Permanent, Term Time Only

Start Date: September 2026

Main Purpose:

To provide a safe, reliable, efficient, and professional transport service for pupils ensuring the welfare and safety of all passengers at all times. The post holder will be responsible for the safe operation of the school's minibuses and other vehicles, carrying out all required vehicle checks, maintaining high standards of conduct and customer service, and complying with all legal, safeguarding and health and safety requirements.

Key Responsibilities

Transport Duties

- Drive the School's minibuses safely, responsibly, and courteously.
- Transport pupils to and from school on designated routes and timetabled stops.
- Plan routes effectively to ensure journeys are completed safely, efficiently, and punctually.
- Maintain regular communication with the Director of Facilities, and Bursar regarding routes, passenger numbers, and timetable changes.
- Deliver airport and railway station collections and drop-offs at the beginning and end of each term as required.
- On occasion, may be required to transport pupils and staff to sporting fixtures, educational visits, day trips and other authorised journeys.



Passenger Safety and Welfare

- Be responsible for the safety, welfare, and supervision of pupils throughout every journey.
- Ensure all passengers are seated with seatbelts securely fastened before moving the vehicle and throughout the journey.
- Ensure vehicle passenger capacity is never exceeded.
- Monitor pupil's behaviour during journeys, dealing appropriately with minor issues, and reporting concerns to the appropriate member of staff.
- Follow safe boarding and disembarking procedures.
- Ensure vehicle doors are safely secured before moving off.
- Respond calmly and professionally to emergencies or accidents, taking appropriate action to safeguard passengers and immediately reporting incidents with full details, including third-party involvement.

Vehicle Responsibilities

- Carry out daily pre-journey and post-journey vehicle inspections and complete all required documentation.
- Decide whether it is safe to undertake journeys considering weather, traffic, and road conditions.
- Report vehicle defects, maintenance requirements, or safety concerns immediately through the appropriate reporting procedures.
- Maintain vehicles in clean, tidy, and roadworthy condition internally and externally.
- Remove litter and ensure vehicles are left clean after each use.
- Undertake routine vehicle maintenance checks as required.

Administration and Communication

- Be aware of the passenger lists for the route you are driving.
- Complete all required vehicle documentation and inspection records.
- Communicate professionally and effectively with colleagues, parents, and pupils while maintaining appropriate professional boundaries.

General Duties

- Assist with loading and equipment when required.
- Attend meetings, mandatory training, and professional development sessions, including safeguarding updates.
- Maintain all licences and qualifications required for the role and undertake any additional training as requested.
- Declare immediately any driving endorsements, sanctions or convictions that may affect eligibility to drive School vehicles or insurance cover.
- Undertake any other duties of a similar nature and responsibility as reasonably requested by the School.

Health and Safety

- Comply with all Health and Safety legislation, School policies, and safe working practices.



- Drive in accordance with the Highway Code, School policies, and prevailing road conditions.
- Ensure all transport activities are conducted safely for pupils and other road users.
- Take personal responsibility for maintaining a safe working environment.

Safeguarding

- The post holder is responsible for promoting and safeguarding the welfare of children and young people.
- Read, understand, and comply with the School's Safeguarding and Child Protection Policy.
- Maintain professional boundaries with pupils at all times.
- Attend mandatory safeguarding training and updates.
- Report immediately any concerns regarding the welfare or safety of a child to the Designated Safeguarding Lead (DSL).

As a member of Barnard Castle School staff:

- Demonstrate high standards of professionalism, reliability, appearance, and conduct.
- Act as a positive role model for pupils.
- Foster an atmosphere of mutual respect, trust, and inclusion.
- Support the School's values, ethos, and reputation.
- Build positive working relationships with pupils, parents, colleagues, and visitors.
- Contribute positively to the wider life of the School where appropriate.
- Promote the School positively to prospective families and visitors.
- Uphold all School policies and procedures.
- Contribute ideas for continuous improvement and work collaboratively with colleagues.

Support and Professional Development

The post holder will receive regular support from the Director of Facilities. Professional development is encouraged, and relevant training will be provided to support the responsibilities of the role.

This job description outlines the principal duties and responsibilities of the role. It is not intended to be exhaustive.

The duties may be reviewed periodically and amended following consultation with the post holder to reflect the changing needs of the School. Employees will be expected to undertake other duties commensurate with the level and responsibilities of the post as reasonably requested.

Role Criteria

In order to meet the high standards expected of a minibuss driver in our School, the Bursar is seeking to employ a person with the following qualities, experience, skills and abilities.

Essential Criteria



- Driving licence with D1 classification or equivalent
- No more than 6 points for driving endorsements
- Must be over 25 for insurance purposes
- To be able to communicate with staff, pupils and parents
- Ability to use own initiative, and to be proactive in finding possible solutions to problems
- Practical and organised
- Self-motivated with the ability to work flexibly under pressure

Desirable Criteria

- Experience of driving minibuses
- Experience of working with children in a school environment
- MIDAS qualification

Terms and Conditions

Type: Permanent contract

Hours: Up to 6 hours per day to cover morning and evening journeys, depending on the route, term time only. This includes a Saturday morning return journey, however, due to exeat weekends and school holidays this is limited to 26 Saturdays per year.

Salary: £13.89 per hour

Paid Holidays: 5.6 weeks holiday per year (inclusive of bank holiday entitlement) calculated on a pro rata basis dependent on the hours worked. Holiday pay is included in an annualised salary.

Pension: In accordance with current pension legislation, Operational Staff are automatically enrolled in The Pensions Trust Flexible Retirement Plan scheme unless they choose to opt out. More information is available on request.

Recruitment Process

Enquiries

If you have any questions about the role in advance of applying, please contact the Director of Facilities and Estates, Steven Blakemore, sdb@barneyschool.org.uk who will be pleased to have an informal discussion.

The School offers a pension package. Other benefits include fee remission for children in the School, use of our gym, sports facilities and swimming pool, free meals during term time, free parking, and access to various social activities throughout the year.



Applications

If you feel that you can meet the above requirements, then please submit a letter of application along with the Barnard Castle School application form to the Bursar. Only applications containing the requested information will be considered.

Applications should be sent to:

Mrs S M Metcalf
Barnard Castle School
Barnard Castle
County Durham
DL12 8UN

Telephone: 01833 696098

Email: hr@barneyschool.org.uk

Information about Interviews:

Deadline for applications: Applications will be considered as they arrive

Applicants should read carefully the application procedure – guidance for applicants, Policy on the Recruitment of Ex-offenders and the Disclosure policy and the Safer Recruitment policy.

*Barnard Castle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974, and all applicants will undergo child protection screening, including checks with past employers and an enhanced DBS and Barred list check with Disclosure and Barring Service.
Barnard Castle School is an equal opportunities employer.*

