



# Durham Cathedral Schools Foundation

## **SCHOOL MINIBUS DRIVER (TERM TIME ONLY)**

Department: Transport

Line Manager: Operations Manager

Salary: National Minimum Wage (Full-Time Equivalent)

Location: Durham

Hours: 25 hours per week, term time only

### **About Us**

Durham Cathedral Schools Foundation is an independent co-educational day and boarding school, committed to delivering high-quality education and strong pastoral care.

We have a strong reputation for academic excellence and outstanding pastoral care, and offer a welcoming and supportive working environment where every member of staff makes a valuable contribution to the life of the School.

Our School Minibus Drivers play an important role in supporting that commitment by ensuring our pupils travel safely, reliably and comfortably each day. They are valued members of our community and represent the Foundation to pupils, parents and visitors alike.

### **The Role**

We are seeking a reliable, professional and friendly School Minibus Driver to join our Transport Team. The primary purpose of this role is to provide a safe, reliable and welcoming home-to-school transport service for our pupils. The successful candidate will be responsible for transporting pupils safely and punctually on their allocated routes, helping to ensure that every school day begins and ends positively.

In addition to the core home-to-school transport service, there may be opportunities to undertake additional paid driving duties outside normal working hours, including transporting pupils and staff to sporting fixtures, educational visits and other School activities.

We are looking to appoint as soon as possible.

### **Working Hours**

- 25 hours per week.
- Term time only.
- Split shift (typically 6.00/6.30am to 8.30/9.00am and 5.00pm to 7.30pm, depending on the allocated route).
- Opportunities for additional paid hours may be available outside normal working hours to support sporting fixtures, educational visits and other School activities.

### **Key Responsibilities**

- Safely transport pupils to and from School in accordance with agreed routes and timetables.
- Provide a courteous, professional and welcoming service for pupils, parents and colleagues.
- Ensure the safety and wellbeing of pupils whilst travelling on School transport.
- Carry out daily vehicle safety checks and report any defects or maintenance issues promptly.
- Ensure vehicles are clean, roadworthy, fuelled and ready for use.

- Liaise with the Transport Manager regarding routes, schedules and any operational issues.
- Communicate appropriately with parents and School staff where required.
- Report traffic delays, accidents or other issues that may affect scheduled journeys.
- Undertake additional driving duties, where agreed, for sporting fixtures, educational visits and other School activities.
- Comply with all relevant road traffic legislation, Foundation policies and safeguarding procedures.
- Undertake any other reasonable duties commensurate with the post.

### **Person Specification**

#### **Essential**

The successful candidate will:

- Hold a full UK driving licence with D1 entitlement.
- Have an excellent driving record and a strong commitment to road safety.
- Be punctual, dependable and well organised.
- Be calm, patient and able to deal confidently with a variety of situations.
- Enjoy working with children and young people and be able to build positive relationships with pupils, parents and colleagues.
- Demonstrate excellent communication and customer service skills.
- Be able to work independently and as part of a team.
- Understand the importance of confidentiality and safeguarding.
- Be flexible and willing to undertake occasional additional driving duties outside their core working hours.

#### **Desirable**

- Previous experience of driving minibuses or passenger vehicles.
- Experience of working with children or young people.

### **Safeguarding**

Durham Cathedral Schools Foundation is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undergo an Enhanced DBS check, together with all other appropriate pre-employment checks.

### **Application Process**

Please submit a completed application form to [hr@dcsf.org.uk](mailto:hr@dcsf.org.uk).

The closing date for applications is Friday 24 July 2026.

Applications will be reviewed on receipt and we reserve the right to interview and appoint before the closing date. Early applications are therefore encouraged.