

Job Description **Minibus Driver**

Start Date:	02.11.2026
Responsible to:	Senior Leadership Team
Location:	Lulworth & Winfrith CE Primary School
Hours:	10 hours per week
Grade:	Grade 3 – SCP 4
Contract Type	Fixed Term: 31.08.2027
Disclosure Level:	Enhanced Disclosure & Barring Service Check

Overall Purpose

- Driving and operation of school minibus vehicle as instructed and as required
- To transport passengers to and from School and/or other establishments with, or without an escort

Safeguarding

Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, online searches and Enhanced DBS check and satisfactory references.

Main Duties & Responsibilities

- To convey pupils (passengers) as instructed.
- To assist pupils (passengers) as instructed.
- To observe all Health and Safety Regulations and working procedures.
- To inform and liaise with the Head Teacher or School Operations Manager with regard to any incidents or accidents involving passengers, or the vehicle.
- To attend training sessions and meeting outside of normal working hours as required.
- To maintain the vehicle and equipment in a clean and tidy condition.
- To carry out 511 prescribed vehicle safety checks as required.
- To provide information to the School office with regard to keeping passenger lists updated and accurate with all relevant detail.
- To undertake such other duties as may be required from time to time commensurate with the level of the post.
- To comply with all decisions, policies and standing orders of the Partnership and any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and Data Protection Act.

PLEASE NOTE

As a result of changes to the driver's licence regime, if you have passed your driving test since January

- 1997, you must hold category D and D1, or a PSV license

Whilst every effort has been made to explain the main duties and responsibilities of the Minibus Driver role, each individual task will not be identified. It is expected that all colleagues will endeavour to deliver any tasks identified as reasonable by their Headteacher.

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Headteacher (in consultation with the post holder) to reflect the changing work composition of the school.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Headteacher

Person Specification **Minibus Driver**

Criteria	Essential	Desirable
Qualifications	• 5 GCSE's at grade A-C (must include English Language and Mathematics (or equivalent)) • Driving Licence (Category D1 or higher) held for more than 2 years, which has no more than three penalty points on it	• MIDAS or equivalent trained or • willing to undertake this training
Experience	• Experience of driving groups in a vehicle for up to 16 passengers • Significant experience of working with children and young people in either a voluntary or work based capacity	• Appropriate knowledge of first aid or willingness to train • Experience of dealing with queries
Professional Knowledge	• Knowledge of Health & Safety and Safe System of Work requirements • Knowledge of the geography of the Borough • Knowledge of the principles of Safeguarding and how this may apply to the role	

Professional
Skills & abilities

- Satisfactory DBS clearance (will be confirmed as part of the pre-employment checks)

Whilst originally based at a particular CLP school, the post holder may be required to travel to other local sites, including other CLP schools.

Casual Minibus Driver

Lulworth and Winfrith CE Primary School

Times of work: 7.45am to 8.45am and 2.45pm to 3.45pm, Monday to Friday

Term Time only (38 working weeks)

Salary: SCP 4 £13.05 per hour, plus a top-up in lieu of holiday pay

Commencing 02.11.2026

Lulworth and Winfrith CE Primary School has an opportunity for Casual Minibus Driver to transport pupils' afterschool between its two sites. Our school led wraparound care is run on the Lulworth site (BH20 5SA) so children who attend our infant site at Winfrith (DT2 8JL) need to be transported to and from this provision. The school is part of Coastal Learning Partnership, a vibrant, collaborative Trust of twenty schools working together around shared goals, values and aspirations. There is also scope of extra casual hours to help facilitate school trips/events around the locality

The requirements of the role are:

- A positive character who will enjoy working with children
- A competent, safe driver with a clean licence
- A driver who has Category D on their licence (that's most drivers who qualified before 1st January 1997)
- A qualified first aider or a willingness to be trained
- Be qualified in MiDAS Training (Minibus Awareness Training) or be willing to engage with this

We can offer:

- A good quality and well-maintained vehicle for the trips
- An additional adult to provide escort supervision of the children
- Polite, courteous and well-behaved children who enjoy getting out and about!

Please visit our websites for further information about the schools

<https://www.lulworthwinfrith.dorset.sch.uk/>

For more information about the role or to arrange a visit to the school, please contact the Headteacher, Ellie Griffiths on 01929 400330.

All applicants: Please send a completed application form to: lwps.office@coastalpartnership.co.uk

We welcome applications from people who feel they could do some of the hours advertised (ie. 3 days of the week instead of 5) A job share would be considered

Closing Date: 08.10.2026 Starting to shortlist from this date, please apply at your earliest convenience.

The post will remain open until a suitable candidate has been recruited

Interviews: Beginning week commencing 12.10.2026

To comply with our statutory safer recruitment practices and obligations, we are unable to shortlist incomplete applications. Please ensure you include a full employment and education history, details of two referees and explain any gaps in employment. **CVs will not be accepted from external candidates.**

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The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, and Enhanced DBS check, Child Barred List check and satisfactory references. We will conduct online searches of shortlisted candidates. This check will be part of a safeguarding check, and the search will purely be based on whether an individual is suitable to work with children. As care must be taken to avoid unconscious bias and any risk of discrimination a person who will not on the appointment panel will conduct the search and will only share information if and when findings are relevant