



HARTFORD
CHURCH OF ENGLAND
HIGH SCHOOL

MINIBUS DRIVER
APPLICANT PACK
JULY 2026

INTRODUCTION

Dear Candidate,

We are delighted to welcome applications for the role of Minibus Driver at Hartford Church of England High School. This is a role pivotal to our school community as families are keen for the school to provide a bus service from Winsford, to Whitegate, to our school and vice versa, in mornings and afternoons throughout the academic year.

We require a pool of minibus drivers to join us to drive a group of children to and from school between 7am and 8am and again, between 3pm and 4pm on weekdays when the school is open between September and July. Ideally, those successfully appointed will commit to driving the minibus on a number of occasions throughout each term, sharing responsibility for this with other colleagues. It is a great role to undertake, engaging with young people, ensuring their safe transportation to school, whilst playing an important role in our school community too.

Our school is a great place to work! Our most recent Ofsted inspection in June 2023, demonstrated that we were a good and improving school and since that time our school has gone from strength to strength! We have brilliant students, talented and committed staff and supportive parents and are fully committed to making Hartford Church of England High School an exceptional place to learn and work.

Our school is at the centre of the community in Hartford, and we are constantly looking to strengthen our commitment to one another, no matter what stakeholder we are. All that we do is centred around our core HART values of Happy, Achieving, Ready, Together, built on the Christian foundation of Love (caritas) and Truth (veritas). All members of our school community – students, staff, parents and governors – are expected to live out our values in their daily interactions and behaviours in school.

If you share our vision and values and are determined to bring out the best in young people, we want to hear from you!

If you are considering applying to be a Minibus Driver, you are more than welcome to come and visit the school to find out more about the role. Should you wish to do so please contact Sara Morris, Business Manager – Personnel by email - sara.morris@hartfordhigh.co.uk - who will be more than happy to arrange this for you.

Should you choose to apply for the role of Minibus Driver, I look forward to receiving your application and welcoming you to Hartford Church of England High School in the near future.

Rachel Pickerill
Headteacher



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KEY INFORMATION

Job Title: Minibus Driver

Contract: Casual, as and when required

Starting Date: September 2026

Contract Details: Casual contract as and when required

Salary Info: Grade 3 £12.85 per hour

Closing Date: 4th September 2026

Interviews: As available following application

Applications are only accepted on completed school application forms, and they should be sent to sara.morris@hartfordhigh.co.uk.

Benefits:

For the successful candidate we offer a range of benefits to colleagues including:

- Providing all tuition as regards minibus driving and the funding and facilitating of the minibus drivers' test.
- Paid first aid training.
- Paid safeguarding and all school processes training as required for the role.
- Membership of the Local Government Pension Scheme.
- An Employee Assistance Programme with a helpline providing support and advice on personal and professional issues.
- Working Rewards providing discounts and offers at all the major retailers as well as access to salary sacrifice schemes
- Access to an on-site fully equipped gym.
- Staff events and sporting activities to support the school family system.
- Optional staff collective worship.
- Daily free tea and coffee as well as other refreshments throughout the school year.
- Ample free staff parking including E/V charging points



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JOB DESCRIPTION

Minibus drivers at Hartford Church of England High School play a pivotal role in school as they transport students to and from the school.

The main responsibility of the minibus driver will be to collect the minibus from Hartford Church of England High School at 7am and drive it to Winsford where they will collect a group of students. The minibus will then be driven to Whitegate for further student collection. The minibus will then be driven to the school.

The return journey for the minibus will be from Hartford Church of England High School at 3pm. The bus will make the return journey to Winsford, via Whitegate.

The role of Minibus Driver (undertaking the route from Winsford to Whitegate to the school and the reverse) at Hartford Church of England High School is to:

- Be responsible for the safe transportation of students from Hartford Church of England High School to a given location and from a given location to the school.
- Drive the school minibus ensuring a safe and comfortable journey for all passengers
- Create a positive atmosphere on the minibus which reflects the values and expectations of Hartford Church of England High School by displaying the school's values and expectations so that the students in turn do the same.
- Supervise the behaviour of passengers on the minibus, ensuring they are complying with legal requirements at all times (e.g. remaining seated and strapped in)
- Ensure the safeguarding and wellbeing of students whilst travelling on the minibus and embarking and disembarking from any location.
- Report any concerns regarding student interactions or behaviours using appropriate mechanisms within school, e.g. CPOMS, Arbor.
- Maintain an accurate register of students travelling on the minibus (where required)
- Carry out and record a Daily Vehicle Check of the vehicle before embarking on any journey. reporting any defects in the vehicle or its equipment without delay.
- Undertake first aid duties as required.

Additional Responsibilities

- Attend all necessary training and meetings as requested by the Headteacher or Estates Manager in relation to the role.

Hartford Church of England High School is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the school on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to our Church of England ethos and Christian distinctiveness.

Reporting to: Estates Manager



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PERSON SPECIFICATION

	Essential	Desirable	Evidence
Qualifications	Full, clean UK driving licence with no endorsements MIDAS qualification or willingness to undertake the MIDAS minibus training First aid qualification or willingness to undertake the qualification	Advanced driving qualification MIDAS certificate	Application Certificates
Experience		Previous experience of driving minibuses or similar	Application References Interview
Job related knowledge:	Knowledge of the local area Ability to build relationships with students	Previous experience of working with children and young adults	Application References Interview
Skills and Aptitude:	Drive and enthusiasm Flexibility and adaptability Attention to detail Able to use initiative where necessary Excellent personal organisation Good under pressure/resilient Trustworthy		Application References Interview
Interpersonal Skills:	Ability to defuse difficult situations Confidentiality and discretion Good communication skills Good sense of humour		Application References Interview



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OUR SCHOOL VALUES

H

HAPPY

Showing respect to one another.
Looking after our mental and
physical wellbeing.

A

ACHIEVING

Working towards our goals,
both academic and extra-
curricular. Showing resilience
and not being afraid to fail.

R

READY

Being punctual, equipped
and ready to learn every
day. Wearing our uniform
with pride.

T

TOGETHER

Working together in all
things - building a school
family characterised by
tolerance and kindness.

LOVE 'CARITAS' & TRUTH 'VERITAS'

"My command is this: Love each other as I have loved you."

"In the same way, let your light shine before others, that they
may see your good deeds and glorify your Father in heaven."

John 15:12 and Matthew 5:16



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