Framlingham
COLLEGE

Educating boys and girls aged 3 - 18

Minibus Driver

CANDIDATE INFORMATION PACK



INTRODUCTION

Thank you for your interest in the role of Minibus Driver at Framlingham College.

Framlingham College is a co-educational, independent boarding and day school for pupils aged 3-18. The College embraces pupils with a wide range of interests and abilities and offers a huge number of co-curricular activities and sports that complement our academic curriculum and enrichen our pupils' experience. We believe that learning happens within and beyond the classroom; our pupils and staff have high expectations of and for themselves within a supportive and aspirational environment. We believe in instilling curiosity, a spirit of enquiry and a love of learning for learning's sake, in every pupil. Our vision is to equip our young people with the habits and knowledge they need to thrive in their future adult world.

We are looking for friendly, reliable and enthusiastic Minibus Drivers to provide a safe and efficient transport service for our pupils on a part-time basis. Applicants must hold a full UK driving licence. A D1 entitlement is preferred but not essential.

As part of our transport team, you will support a variety of school transport routes and activities. Working hours will vary according to the College's operational requirements and may include mornings and afternoons during the school week, with occasional additional hours available during the school day or on Saturdays.

The salary is based on an hourly rate of £12.88.

We offer a supportive working environment, along with a range of benefits, including a contributory pension scheme and complimentary gym membership.

Application forms are to be submitted through my new term which can be found on our Framlingham College website alongside the recruitment packs. If you have any questions, please don't hesitate to contact us via hr@framlinghamcollege.co.uk.

Closing date for applications: 9am on Wednesday 28 October 2026

The School reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

Key facts about the role:

Salary

£12.88 PER HOUR – £12,236

Hours

25 HOURS

Contract Type

PERMANENT

Pension

3%

Holidays

TERM TIME ONLY

Reporting Manager

NICK DUNHAM
& TREVOR GEE

THE SCHOOL

Framlingham College

Framlingham College is a co-educational day and boarding school for pupils aged 2 to 18, set across two beautiful campuses in the Suffolk countryside. The Prep School, including Framlingham College Nursery, is located in the village of Brandeston, while the Senior School sits in the historic market town of Framlingham, overlooking Framlingham Castle.

At Framlingham, we believe in the individual. There is no typical Framlinghamian and no singular path that we take. Our pupils are academics, actors, musicians, sports people, innovators, scientists, artists, adventurers and much more. Often, they are many things at once, but each is an individual with their own story.

An ambitious learning culture sits at the heart of a Framlingham education. We are aspirational for every pupil, encouraging curiosity, a spirit of enquiry and a love of learning, while recognising that some of the most important learning happens beyond the classroom.

Academic study is complemented by an extensive programme of sport, music, drama, outdoor education and co-curricular activities, alongside strong pastoral care and a vibrant day and boarding community.

From Nursery through to Sixth Form, we encourage every pupil to explore their interests, embrace new experiences and create their own story.

A part of the Mill Hill Education Group

A charitable collection of independent schools. Its aims of instilling values and inspiring minds has been a key focus since the founding of Mill Hill School in 1807. All schools share an educational philosophy around developing thoughtful and responsible pupils with a global outlook. School life combines academic rigour with a breadth of opportunities to develop young people able to flourish in an ever-changing world.



JOB DESCRIPTION

Job Purpose

Responsibility for the safe operation of a school minibus at all times when in use for driving staff and pupils. To provide an efficient and safe transport service, as well as ensuring checks are carried out to the minibus prior to driving.

Key Responsibilities

- To drive the College's fleet of mini-buses and cars
- Transport pupils to and from school on a set route using specified stops as timetabled as required
- Transport pupils and staff on outings and other schedules journeys as directed
- Complete airport/railway drop offs & pickups at the beginning and end of each term
- Be responsible for the safety and supervision of pupils, including their good behaviour, on all journeys and to report any issues to the school
- Maintain bus registers
- Undertake daily routine maintenance checks on the vehicle, and ensure that the vehicle is kept in a clean condition; General duties as requested i.e. loading, lifting, and moving
- Regular communication with the Transport Manager for passenger and timetable updates
- Check that all pupils have their seat belts properly fastened before the vehicle moves off and ensure they wear them for the duration of the journey, and that the full complement of the vehicle is not exceeded at any time
- Decide whether it is safe to operate or not, in view of the prevailing weather and road conditions
- Report any vehicle defects through the correct channels
- Ensure full knowledge of and adherence to the College's Minibus Policy, procedures and guidance
- Follow safety rules as pupils are boarding and exiting buses, and as they cross roads to do so
- Fasten all doors properly when a child enters or leaves the vehicle, and ensure all pupils remain properly seated whilst the vehicle is in motion, checking any misbehaviour, which might lead to an accident, and reporting it to the Transport Manager. Ensure the minibus is tidy before and after use, removing any rubbish left behind
- Drive in a safe and considerate manner by complying with all laws and school policies pertaining to the driving of minibuses or Health and Safety of staff and pupils (and other passengers)
- Declare to the school any driving sanctions or convictions that may affect the driving or insurance or operation of the school minibuses gained after the checks are made for initial employment. Undergo an annual check of driving licenses
- It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact with, to adhere to and ensure compliance with the school's Safeguarding Policy at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare or children in the school s/he must report any concerns to the school's Designated Safeguarding Lead

This Job Description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Employees will be expected to comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff

PERSON SPECIFICATION

Essential (E) Desirable (D)

Qualifications

- Basic numeracy and literacy - E
- Full driving licence - E
- Category D1 driving licence - D
- First aid certificate - D

Professional Competencies and Skills

- Knowledge of the local area and roads - E
- Able to work on own initiative - E
- Accurately adhere to deadlines/timetables - E
- Basic motor vehicle knowledge - E
- Able to work under pressure - E
- A sound knowledge of driving laws, regulations and safety procedures - D

Professional Experience

- Four years driving experience - E
- Previous experience of driving a large bus or vehicle - D
- Customer service experience - D
- Previous experience as a school minibus driver - D

Personal Attributes

- Flexibility and adaptability - E
- Polite and helpful, reliable and trustworthy - E
- Positive 'can do' attitude
- High level of confidentiality, discretion and tact - E
- Willingness to respond to changing priorities Calm and approachable - D
- Able to show initiative - D

Safeguarding

- Awareness of safeguarding issues - E
- Knowledge of safeguarding children legislation and good practice - D



HOW TO APPLY

1. If you would like to apply for this role, please complete an application using the Apply button below.

APPLY

2. Our Guidance Notes for Applicants can also be found on the portal. Please complete the application by **9am on Wednesday 28 October 2026.**

Please note that we are unable to accept applications unless they are made on our own application form. Due to the number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The Mill Hill Education Group reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

The Mill Hill Education Group is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

The schools apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Education Group is committed to Equal Opportunities and welcomes applications from all sections of the community.

Successful applicants will also be expected to keep up to date with annual safeguarding training, DfE guidance and School specific safeguarding information.



Framlingham
COLLEGE
WHERE EVERY PUPIL CREATES THEIR OWN STORY

Framlingham College
College Road, Framlingham,
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framlinghamcollege.co.uk

Follow us **@framcollege**

Part of Mill Hill Education Group