



*from the Bursar*  
Mr Crispin Ingham

## COVER MINIBUS DRIVER JOB DESCRIPTION

### Background to the School

Farnborough Hill is an independent Catholic day school and a member of the Girls' Schools Association and Independent Schools' Association. It welcomes pupils and staff of all faiths and no faith, provided they are in sympathy with the ethos of the School. About one quarter of the 503 pupils are Catholics. A similar proportion of the staff are Catholic.

Located on the Hampshire/Surrey border, the School has excellent transport links, both by train and road being about a 10 minutes' walk from Farnborough Main station.

Farnborough Hill is committed to the education of the whole person. The School places great emphasis on the full personal growth of its pupils. It aims for academic excellence as well as ensuring that pupils play a full part in school life and have the opportunities to develop their co-curricular interests.

The School offers Academic, Art, Drama, Music and Sports Scholarships at 11+ as well as many means-tested bursaries for families in need of financial assistance. Sixth Form Scholarships are awarded on the basis of open examination, as well as for excellence in Creative Arts, Music, Performing Arts and Sport.

In 2024 our A level students once again achieved impressive results with an amazing 50% at A\*/A and 80% A\*-B. Our GCSE results were also excellent with 77% of grades awarded at 9-6.

The School's aim is to engage wholeheartedly in all activities, challenges and opportunities. This is achieved through our pastoral care and encouragement of each individual. This is a strength of Farnborough Hill and we see it as an essential part of our caring, Christian ethos. Parents greatly appreciate this and see it as an important ingredient when choosing to send their daughters here. Our most recent ISI inspection (March 2022) rated us excellent in all areas.

The School is housed in the historic home of the ex-Empress Eugenie of France to which much purpose-built school accommodation, such as the sports hall, swimming pool, Art and Design Technology Centre, modern laboratories, theatre, a music suite and hockey all-weather pitch have been added, with an inspiring new Sixth Form Centre which opened in September 2022. These facilities sit within approximately 65 acres of parkland making it a tranquil and inspiring place to work, alongside a forward-looking and ambitious Senior Leadership Team and governing body.

Farnborough Hill, Farnborough, Hampshire, GU14 8AT  
01252 545197 school@farnborough-hill.org.uk farnborough-hill.org

"EDUCATING THE WHOLE PERSON"  
since 1889



**FARNBOROUGH HILL**

WHOLEHEARTEDLY

### **The post of Cover Minibus Driver**

Farnborough Hill is looking to recruit cover Minibus Drivers to transport pupils from local pick-up points to the school and return during school term dates. The school currently operates eight minibus routes across its catchment area, but we are looking to expand this.

We require drivers that can be available to step in and cover for sickness and holiday on an ad hoc basis.

Applicants should hold a current, clean, and valid UK driving license with D1 and be 25 years old or older for insurance purposes. Experience of driving a large vehicle and geographical knowledge of the area is preferred but not essential. We are looking for a team member who is enthusiastic in their work and able to work with minimum supervision.

You will need:

Job Title:	Minibus Driver
Reporting to:	Transport Manager
Direct Reports:	None
Job Basis:	Ad hoc
Hours:	As agreed by the Transport Manager
Salary:	£15.21/ hour
Other:	<ul style="list-style-type: none"><li>• Training provided as required with an ongoing commitment to professional development</li><li>• Corporate work wear and PPE provided</li><li>• Pension Scheme: option to join the School's defined contribution pension scheme</li><li>• 'Death in Service' – four times salary paid to next of kin as a lump sum</li><li>• On-site parking</li><li>• Remission of fees for a daughter attending the school, in line with the current policy, subject to the usual standards and procedures for admission</li></ul>
Date Issued:	June 2025



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### **JOB SPECIFICATION:**

To transport pupils from local pick-up points to the school and return during school term dates. To be in sympathy with and supportive of the Christian ethos of the School as set out in our Mission Statement. To be committed to the safeguarding and promotion of the welfare of children and young people.

#### **Responsibilities:**

- Operating the school's bus routes, collecting children from given pick-up points and delivering them to school (mornings), collecting them from school and dropping them back at the given points (afternoons)
- Responsible for the health and safety, comfort and welfare of pupils and staff
- Carry out daily and weekly visual inspection/checking, for example, tyres, lights, oil, water, fuel
- Reporting any defects in the logbook for timely repairs
- Ensure that the minibuses are kept clean, inside and out, and in good condition
- Refuelling vehicles as required
- Other duties as required from time-to-time supporting other staff, as defined by the Transport Manager, Facilities Manager or Bursar

This description is not exhaustive but provided as a general guide to the regular duties to be performed. You may be reasonably required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the character of the duties or the level of the responsibility entailed.

#### **General:**

This job description is correct at June 2025. It may vary in consultation with the postholder to reflect the developments to the job.

### **PERSON SPECIFICATION**

The successful candidate must have the following skills and attributes:

- Knowledge and previous experience of minibus driving
- Courteous, polite, caring and understanding
- Be punctual
- Good communication skills, flexible and adaptable
- Good team player
- Able to work with minimum supervision
- Professional, approachable and proactive
- Honest and reliable
- Understands and supports the Christian ethos and values of the School

The following is essential:

- Hold a current, clean and valid UK driving licence with D1
- Age 25+ for insurance purposes
- Enhanced DBS Clearance prior to start of appointment

The following is highly desirable:

- MIDAS minibus training
- Geographical knowledge of area
- Experience of driving a large vehicle



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All staff are expected to be in sympathy with and supportive of the ethos of the School as set out in our Mission Statement. They are expected to be committed to the safeguarding and promotion of the welfare of children and young people.

For further details of the school, please visit our website: [www.farnborough-hill.org](http://www.farnborough-hill.org)

All applicants will be subject to Enhanced DBS clearance. More information and an application form can be found on the School's website: [www.farnborough-hill.org](http://www.farnborough-hill.org). Enquiries and completed application forms should be sent for the attention of Rachel Barraud, Facilities Manager, on [facilitiesmanager@farnborough-hill.org](mailto:facilitiesmanager@farnborough-hill.org)

**Please apply as soon as possible as applications will be considered upon receipt; we reserve the right to interview/appoint before the closing date.**

**Closing Date:** 12.00 pm on Friday 4 July 2025 – however if interested in applying for the role please submit your application as early as possible as it will be considered upon receipt

**Interviews:** Interviews will take place on a rolling basis and may take place prior to the closing date

**Start Date:** September 2025

*Farnborough Hill is committed to the safeguarding of children and young people and the relevant DBS Code of Practice checks will apply.*