

CANDIDATE INFORMATION PACK



Heckmondwike
Grammar School

JOB TITLE Casual Mini Bus Driver

Are you an organised and reliable individual?

SALARY

SCP 5 - £13.26 per hour

Then this will be the job for you.

**TERM/
HOURS**

Casual - Term Time only

We are looking to recruit for the above post to drive the school mini bus to take students and staff to pre-agreed routes and return them to school as and when required.

Varied hours subject to the needs of school. This may include 7.30am start times and 6.00pm finish times dependent on the school event/activity

We are proud to be Secondary School of the Year for Academic Excellence 2025, Ranked No 1 in the North of England - The Sunday Times Schools Guide 2025.

**CLOSING
DATE**

9am Friday 6 March 2026

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.



HECKMONDWIKE
GRAMMAR SCHOOL

THE SCHOOL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF TO SHARE THIS COMMITMENT. OFFERS OF EMPLOYMENT ARE SUBJECT TO TWO SATISFACTORY REFERENCES, A SIX MONTH TRIAL PERIOD AND AN ENHANCED DBS DISCLOSURE. WE ARE AN EQUAL OPPORTUNITIES EMPLOYER.



HECKMONDWIKE
GRAMMAR SCHOOL

Casual Mini Bus Driver

Department Information

About Us:

At Heckmondwike Grammar School, our motivation is for our students to enjoy their school days and to become thoughtful, articulate, confident and responsible members of society. In order to achieve this, we rely on our staff to work closely with students, parents and teachers to provide a supportive community, keeping the well-being of our students at the forefront of everything we do.

The Role:

To drive the school mini bus to take students and staff to pre-agreed routes and return them to school as and when required.

To be responsible for the daily safety checks on the school mini bus.

Responsibilities:

Specific responsibilities are set out in a detailed job description.

What will you bring to the role?

- Outstanding communication and interpersonal skills
- Ability to remain calm under pressure
- Demonstrate a high standard of customer service
- Work well as part of a team, as well as on your own initiative



- Honesty and integrity
- A flexible and open attitude to change
- Suitability to work with children

In return we can offer:

- Interesting work as a key member of a supportive team
- A learning-centred school where the best possible practice is the priority
- The opportunity to develop personally and professionally
- A vibrant, supportive community of like-minded individuals
- A competitive salary and membership to a Local Government pension scheme

Why Should You Apply?

Heckmondwike Grammar School is a unique school, with students who are eager to learn, keen to know more and want to enjoy their educational experiences. It is exceptional in many ways: a very diverse school community that produces results of the highest quality.

We work effectively with our young people, really care about them and their futures and have an ultimate success measure of enabling them to proceed to where they want to go. Excellent relationships between staff and students are the norm, expectations are high and students perform very well as a consequence.

CANDIDATE INFORMATION PACK

How Should You Apply?

If you are interested in this position then please visit the vacancies section of our website www.heckgrammar.co.uk/vacancies.

Completed applications should be sent by email to: recruitment@heckgrammar.co.uk.

Further information about the school is available on the school website www.heckgrammar.co.uk

Protection of children:

Disclosure of criminal background of those with access to children.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on <https://www.gov.uk/government/organisations/ministry-of-justice>.

Shortlisted candidates will be asked to provide details of unspent convictions and those that would not be filtered prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.

Heckmondwike Grammar School is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share this commitment.

Full details regarding our Safeguarding Procedures can be found on our website in the Safeguarding section, alternatively, please contact Recruitment to obtain a copy.



HECKMONDWIKE
GRAMMAR SCHOOL

Safeguarding Statement:



**HECKMONDWIKE GRAMMAR SCHOOL
JOB DESCRIPTION**

POST TITLE:	Casual Mini Bus Driver
SALARY GRADE:	SCP 5 - £13.26 per hour
CONTRACT TYPE:	Casual – Term Time only
WORKING HOURS:	Varied hours subject to the needs of school. This may include 7.30am start times and 6.00pm finish times dependent on the school event/activity
RESPONSIBLE TO:	Business Office

GENERAL DESCRIPTION

Main Purpose

To drive the school mini bus to take students and staff to pre-agreed routes and return them to school as and when required.

To be responsible for the daily safety checks on the school mini bus.

Duties and responsibilities

- To adhere to the school minibus policy
- Be responsible for the undertaking of daily safety checks on the school minibus
- Transport students to and from school
- Supervise students to enable safe journeys, including behaviour management in line with the school behaviour policy
- Maintain the school minibus to a high standard, ensuring cleanliness and is kept in a good state of repair
- Report any defects, faults. Incidents and accidents in line with school policies
- Ensure the school minibus is refuelled as necessary
- Drive the school minibus in compliance with monitoring laws, with due care and attention and in accordance with minibus training
- Be aware of inclement weather implications and follow school procedures to manage any issues
- Undertake MIDAS training and any other relevant related training such as first aid, Epi Pen as required
- Willingness to undertake additional trips in support to other school activities if available.
- Undertake all other reasonable duties as required to fulfil the role of minibus driver

Health and safety

- Promote the safety and wellbeing of students, and help to safeguard students' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's Child Protection Policy.

Other areas of responsibility

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Casual Mini Bus Driver will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager.

As part of your wider duties and responsibilities, you are required to promote and actively support the schools' responsibilities towards safeguarding and report any concerns. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.



Casual Mini Bus Driver

PERSON SPECIFICATION

E = Essential D = Desirable

1	Aptitudes		Evidenced by
1.1	To communicate effectively with all staff, students and visitors	E	A, I, R
1.2	To be able to relate to young people between the ages of 11 to 18	E	A, I, R
1.3	To be enthusiastic and have a positive attitude	E	A, I, R
1.4	To have the ability to work well within a team	E	A, I, R
1.5	To be able to remain calm under pressure	E	A, I, R
1.6	To take initiative and work independently	E	A, I, R
1.7	To be able to apply school behaviour management policy with confidence and consistency	E	I, R
1.8	Ability to maintain appropriate relationships and personal boundaries with children and young people	E	I, R
2	Characteristics		
2.1	Open, honest and approachable	E	A, I, R
2.2	Willingness to be flexible in order to meet the needs of the school	E	I, R
2.3	Self-motivated and hard working	E	A, I, R
2.4	Sense of optimism	E	I, R
2.5	Professional approach	E	A, I, R
3	Skills		
3.1	Previous experience in a similar role	D	A, I
3.2	Experience of working within an educational setting	D	A, I
3.3	High level driving skill	E	A, I
3.4	Ability to pass minibus driving training	E	A, I
3.5	Impeccable driving history	E	A, I
3.6	Advanced motorist	D	A, I
3.7	Relevant first aid certificate	D	A, I

A = Application Form

I = Interview

E = Exercise



Ethos, Values & Aims

Ethos

At Heckmondwike Grammar School our ethos for the whole school community is based on the school motto “Nil Sine Labore” – Nothing Without Work.

We expect a lot from our students and staff and recognise that hard work brings rewards.

Values

The principal values of our school community are:

- Respect
- Responsibility
- Excellence

Aims

Heckmondwike Grammar School has provided the best education for able students since 1898. As we embrace the opportunities and challenges of the 21st century, we will continue to uphold the traditions, values and high expectations of an exceptional grammar school within an innovative, creative and progressive framework.

At Heckmondwike Grammar School, we work together as a team to achieve academic excellence and personal potential by:

- Providing students and staff with every opportunity to flourish and develop their skills and talents as individuals.
- Providing academic rigour and nurturing ambition and aspiration in our students, such that they become the leaders of the future in high calibre careers, via top university education or direct employment.
- Celebrating diversity, by creating a vibrant, safe and happy school, with a strong sense of community, respect and responsibility to both ourselves and others.
- Challenging and stimulating the minds of our students through excellent teaching, diverse learning opportunities, and a rich, balanced, academic curriculum, such that students develop a life-long love of learning.
- Working hard and playing hard via an extensive extra-curricular programme based on the House system that enriches and extends the curriculum, encouraging students to explore and develop their personal interests and skills.
- Working in close partnership with parents and members of the wider community to provide the best possible education for our students.



STAFF BENEFITS

Detailed below are some of the benefits that will be available to you when you join us.

Pension

- For Teaching colleagues we operate the Teachers' Pension Scheme.
- For Operational colleagues we operate the West Yorkshire Pension Fund.

Training and Development

- We offer a new staff buddy system, where you will be paired with an existing member of staff from another Department, and you will be invited to regular catch up meetings
- Regular professional development sessions are held for all colleagues, who undertake annual performance development reviews, to support any training needs.

Parking

- We have a large car park which allows us to offer free parking to all our colleagues, and you will be issued with a parking permit when you join us.

Cycle to Work Scheme

- Should you wish to cycle to work we have a salary sacrifice scheme in place and we have cycle bays on site for you to use.

Health and Wellbeing

- We offer access to Sovereign Health Care membership. Get money back on your everyday health costs. Good All Round helps cover everyday health expenses, so paying for check-ups and treatment isn't as much of a worry.
- Free access to counselling and the Life Coach, all details will be treated in the strictest confidence.
- The opportunity of benefiting from a free flu vaccination each year, which take place in school for your convenience.

Social Events

- We hold a staff golf event each year, which is open to all colleagues and is intended to be a fun and competitive event, which is usually followed by a meal at a nearby restaurant.
- There are numerous ad-hoc social events throughout the year.