

Role Profile: School Minibus Driver

Location: Quinton House School

Function: Domestic / Facilities

Reporting to: Senior Leadership Team

Quinton is a beautiful school on the edge of Northampton and is surrounded by 31 acres of parkland. Our students are polite, engaging and we are on a mission to lead the way. The school is a family and we work hard to ensure our students have the very best holistic education. The parents deserve a wonderful experience as they place their trust in us to educate and develop the character of their children. The school has three buildings that house our Prep, Senior and 6th form students. The buildings range from grade one listed to old stable blocks and a state of the art sports hall, truly marrying up the old and the new.

Key Responsibilities

- Safely transport students to and from school on scheduled routes
- Carry out daily vehicle safety and maintenance checks
- Keep the minibus clean, tidy, and roadworthy
- Ensure the safety, comfort, and appropriate behaviour of students
- Complete basic driving, mileage, and safety records

What We're Looking For

- A valid driving licence (**D1 category preferred**)
- A clean driving record
- Previous driving experience (school or community transport beneficial)
- Enhanced DBS check (or willingness to obtain)
- Calm, friendly, and professional attitude
- Dependable, punctual, and committed to safety

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required





Key Stakeholders you'll be working with

- Internal: Pupils and all school staff.
- Blenheim Schools: Colleagues across Blenheim schools.
- External: Key external relationships and parents.

Governance:

- Blenheim Schools is the proprietor of Quinton House School. As such, Blenheim Schools has the legal responsibility and accountability for ensuring that the School is compliant, demonstrating the highest standard of pupil safety, quality of education and effectiveness in all areas of school life.
- Blenheim Schools do not have governing bodies. However they all have strong and established governance arrangements and Heads are line managed by a Chair of Governors.
- Support in leading a school which is entirely compliant and provides a safe learning environment for students and staff ensuring full compliance with legislation, regulations, safeguarding policies, procedures and code of conduct.
- Safeguarding and Health & Safety governance visits are held at each school to evaluate their quality for protection for our children. During these visits, the reviewer will speak with the Head, Designated Safeguarding Lead, Educational Visits Coordinator and other staff, as well as always talking to groups of children.

- **To be signed and dated by employee:**
- **Signed:**
- **Name (print):**
- **Date:**

