

# BROOMHILL BANK SCHOOL

## JOB DESCRIPTION

**JOB TITLE:** Minibus Driver

**REPORTING TO:** Site Manager / Head of School

**PRIMARY PLACE OF WORK:** Broomhill Bank School (West) site in Tunbridge Wells

**SALARY RANGE:** KSB

**DIRECTED HOURS:** 20 hours per week, 39 weeks per year, Monday to Friday

**EFFECTIVE DATE OF JOB DESCRIPTION:** May 2026

<b>JOB PURPOSE</b>	
	To drive Broomhill Bank School's minibus responsibly and competently, ensuring the safety of the passengers, other road users, members of the public and yourself, at all times.
<b>MAIN ACCOUNTABILITIES</b>	
1.	Drive the minibus in compliance with highway regulations, with due care and attention.
2.	Be responsible for the health & safety, comfort and welfare of pupils and staff. All passengers must always have their seat belts fastened whilst on the vehicle.
3.	To communicate with colleagues, parents and pupils effectively and professionally. If necessary, plan alternative road routes to and from school and keep parents informed of any changes.
4.	Transport students to and from School, between campuses, and be available to transport students and staff on excursions if necessary, ensuring punctuality and safe arrival.
5.	Be responsible for the cleanliness of vehicles, both internally and externally.
6.	Respond calmly and professionally to emergencies and accidents, taking prompt and appropriate action to ensure the safety of students and others. Additionally, immediately report any accidents or incidents with full details, including any third-party involvement.
7.	Prior to and after all journeys, carry out safety checks of the vehicle and report any vehicle defects, faults, incidents and accidents as soon as reasonably possible.
8.	Assist the Site Manager with the daily maintenance of the school vehicles, delivering vehicles to a garage, if necessary, to ensure all vehicles are in roadworthy condition.
9.	Comply with Health & Safety, Fire Regulations and other school policies.
10.	Attend meetings where relevant to ensure the school's needs are met.
<b>STAFF DEVELOPMENT AND SUPPORT</b>	
1.	Training to normally take place during directed hours, which may include time on designated INSET days.
2.	Full participation in regular CPD and review meetings.
3.	Positive approach to improving job skills and performance.

<b>OTHER</b>	
1.	Positively promote and enhance the profile of the school to all visitors and external agencies whenever possible.
2.	Treat information relating to all school matters as strictly confidential at all times and adhere to the Data Protection Policy.
3.	Raise any issue, concern or grievance relating to this employment directly with the Director of Business and Estates in the first instance.
4.	Any other duties that may reasonable be required by the Head of School or Governors.
5.	You may be required from time to time, in line with the need of the school, to work at either BBS(W) or BBS(N).
6.	Review this JD with the Director of Business and Estates annually. Any changes will be made following consultation.

***Broomhill Bank School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service and check against the ISA Barred List for Children.***

***Broomhill Bank School recognises diversity and welcomes applications from anyone with relevant qualifications and knowledge.***