

## Casual Minibus Driver

### Lulworth and Winfrith CE Primary School

**Times of work:** Shifts Before and After school, Monday - Friday each week\*

**Term Time only (38 working weeks)**

**Salary:** SCP 4 £13.05 per hour, plus a top-up in lieu of holiday pay

**Commencing asap**

Nestled in the heart of Dorset's stunning countryside, close to the world-famous Lulworth Cove and Durdle Door, Lulworth and Winfrith CE Primary School offers a warm, nurturing environment where every child can thrive. As a small, rural, Church of England school, we pride ourselves on our strong sense of community and our Christian values of Belief, Fellowship, and Harmony. Our split-site setting provides dedicated spaces for Early Years and Key Stage 1 in Winfrith Newburgh, and Key Stage 2 in West Lulworth, ensuring tailored learning experiences for all ages. We are committed to delivering high standards of teaching and learning, enriched with cultural experiences, sporting opportunities, and spiritual growth. At Lulworth and Winfrith, children are happy, engaged, and inspired to reach their full potential. Lulworth and Winfrith CE Primary School has an opportunity for Casual Minibus Driver to transport pupils before and after school between its two sites. The school is part of Coastal Learning Partnership, a vibrant, collaborative Trust of twenty schools working together around shared goals, values and aspirations.

\*Whilst looking for someone to undertake afterschool drop-offs between site, there is also scope of extra hours to help facilitate school trips/events around the locality.

The requirements of the role are:

- A driver who can operate on a casual basis (we'll call when you are required, always giving as much notice as possible)
- A positive character who will enjoy working with children
- A competent, safe driver with a clean licence
- A driver who has Category D on their licence (that's most drivers who qualified before 1st January 1997)
- A driver who is prepared to engage with some minibus driver awareness training (2 hour training session arranged by the school)
- A qualified first aider or a willingness to be trained.

We can offer:

- A good quality and well maintained vehicle for the trips
- An additional adult to support supervision of the children
- Polite, courteous and well behaved children who enjoy getting out and about!

Please visit our websites for further information about the schools  
<https://www.lulworthwinfrith.dorset.sch.uk/>

For more information about the role or to arrange a visit to the school, please contact the Headteacher, Ellie Griffiths, on 01929 462569.

**All applicants:** Please send a completed application form to: [lwps.office@coastalpartnership.co.uk](mailto:lwps.office@coastalpartnership.co.uk)

**Closing Date:** Starting to shortlist from Monday 5<sup>th</sup> January 2026, please apply at your earliest convenience.

**Interviews:** TBA

To comply with our statutory safer recruitment practices and obligations, we are unable to shortlist incomplete applications. Please ensure you include a full employment and education history, details of two referees and explain any gaps in employment. **CVs will not be accepted from external candidates.**

Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, and Enhanced DBS check, Child Barred List check and satisfactory references. We will conduct online searches of shortlisted candidates. This check will be part of a safeguarding check, and the search will purely be based on whether an individual is suitable to work with children. As care must be taken to avoid unconscious bias and any risk of discrimination a person who will not on the appointment panel will conduct the search and will only share information if and when findings are relevant and of concern. Applicants are advised that it is an offense to apply for the role if they are barred from engaging in regulated activity relevant to children.

CLP is committed to creating a diverse environment and is proud to be an equal opportunity employer. All applicants who meet the person specification will receive equal consideration for employment. We value the fact that our schools are very different, as are our colleagues within them. Our culture is one in which colleagues serve and inspire each other in the spirit of professional generosity; colleagues are empowered to be themselves and to be their best. At CLP, everyone is welcome and encouraged to achieve and be heard.

Coastal Learning Partnership offers its employees a range of benefits, including:

### Financial

#### Competitive Salary

Recognising Continuous Service from other relevant employments

Higher than average Pension Contributions via our Occupational Pension Schemes

Holiday pay, increasing with service

Occupational Maternity and Paternity pay

### CPD and Training

Excellent networking and training and development opportunities for all staff, from courses and qualifications to effective appraisal and internal transfer and promotional opportunities

### Medical and Wellbeing Support

Free and confidential counselling, physiotherapy, weight management support, menopause help, personal training, GP referral service and some private surgical procedures

### Employee discount schemes

Discounted BH Active Membership

Discount schemes offering a range of high street, restaurant, holiday, finance and other benefits

Cycle and Tech Schemes offering discounted equipment via payroll

Free Eye Tests for VDU



Specsavers







## Job Description **Casual Minibus Driver**

Start Date:	January 2026
Responsible to:	Senior Leadership Team
Location:	Lulworth & Winfrith CE Primary School
Grade:	SCP 4 £13.05 per hour, plus a top-up in lieu of holiday pay
Hours of work:	Monday – Friday, Morning and afternoons. Term-time only Possible extra hours to help facilitate school trips/events around the locality
Contract Type:	Casual role
Disclosure Level:	Enhanced Disclosure & Barring Service Check

### **Overall Purpose**

- Driving and operation of school minibus vehicle as instructed, and as required
- To transport passengers to and from School and/or other establishments with, or without an escort

### **Safeguarding**

*Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.*

*The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, online searches, Enhanced DBS check and satisfactory references.*

### **Main Responsibilities and Duties**

- To convey pupils (passengers) as instructed.
- To assist pupils (passengers) as instructed.
- To observe all Health and Safety Regulations and working procedures.
- To inform and liaise with the Head Teacher or School Operations Manager with regard to any incidents or accidents involving passengers, or the vehicle.
- To attend training sessions and meeting outside of normal working hours as required.
- To maintain the vehicle and equipment in a clean and tidy condition.
- To carry out all prescribed vehicle safety checks as required.
- To provide information to the School office with regard to keeping passenger lists updated and accurate with all relevant detail.
- To undertake such other duties as may be required from time to time commensurate with the level of the post.
- To comply with all decisions, policies and standing orders of the Partnership and any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and Data Protection Act.

### **PLEASE NOTE**

As a result of changes to the drivers licence regime, if you have passed your driving test since January 1997, you must hold category D and D1, or a PSV license.

*Whilst every effort has been made to explain the main duties and responsibilities of the Minibus Driver role, each individual task will not be identified. It is expected that all colleagues will endeavour to deliver any tasks identified as reasonable by their Headteacher.*

## Person Specification

## Casual Minibus Driver

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"><li>▪ 5 GCSEs at grade A-C (must include English Language and Mathematics) or equivalent</li><li>▪ Driving Licence (Category D1 or higher) held for more than 2 years, which has no more than three penalty points on it</li></ul>	<ul style="list-style-type: none"><li>▪ MIDAS or equivalent trained or willing to undertake this training</li></ul>
Experience	<ul style="list-style-type: none"><li>▪ Experience of driving groups in a vehicle for up to 16 passengers</li><li>▪ Significant experience of working with children and young people in either a voluntary or work based capacity</li></ul>	<ul style="list-style-type: none"><li>▪ Appropriate knowledge of first aid or willingness to train</li><li>▪ Experience of dealing with queries</li></ul>
Professional knowledge:	<ul style="list-style-type: none"><li>▪ Knowledge of Health &amp; Safety and Safe System of Work requirements</li><li>▪ Knowledge of the geography of the Borough</li><li>▪ Knowledge of the principles of Safeguarding and how this may apply to the role</li></ul>	
Professional skills & abilities:	<ul style="list-style-type: none"><li>▪ Satisfactory DBS clearance (will be confirmed as part of pre-employment checks)</li></ul>	

Whilst originally based at a particular CLP school, the post holder may be required to travel to other local sites, including other CLP schools.