The Mall School

School Minibus Driver – Part time

Applications are sought from enthusiastic, cheerful and dependable applicants for an afternoon minibus driver. The hours are Monday to Friday 4.15pm – 6.15pm.
Join our team to make a positive impact on the daily lives of our students!

You are required to have a clean D1 licence.
Overtime incurred if any is paid at the hourly rate.

The role is a permanent, term-time only contract. The annual salary is **£4,965.83** with the annual holiday entitlement of 5.6 weeks' holiday, which includes statutory bank holidays.

The Mall School in Twickenham is an independent, co-educational day school from six months to 11 years. The school is a charitable trust with a board of governors and is a member of the Independent Association of Preparatory Schools. Pupils leave The Mall School at eleven to a range of leading day and state grammar schools.

The Mall School is based on two sites about a ten-minute walk apart. The Nursery at 84 Hampton Road and the site at 185 Hampton Road for Reception and above.

The Mall is a friendly and welcoming environment, which expects the best of its pupils. Relationships between staff and pupils is excellent.

Further details about the School are available on our website, as is a copy of the last School Inspection Report.

The Post

Summary
As a School Minibus Driver, you will be responsible for safely transporting students to and from school and related activities. Reporting to the Site Manager, your role is vital in ensuring the well-being of students during their commute.

The main duties and responsibilities are not limited to but as below:

- Operating the school's morning and afternoon bus routes
- Ensuring that the minibus is kept clean and in good condition
- Weekly cleaning of the inside of the bus
- Half termly cleaning of the outside of the bus
- Ensuring signs inside the bus are properly attached and in good condition
- Daily visual inspection/checking of tyres, lights, oil, water, fuel
- Ensuring that any additional work required is communicated immediately to the Site Manager
- Undertaking relevant training on an annual basis or as and when required
- Being a team player and supporting the site team as and when needed
- Adhere to all school policies including Health and Safety guidelines for minibus drivers
- To liaise directly with parents when necessary

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.
CV's alone will not be accepted but may be submitted in support of the completed application form.

Applications may be sent by post, marked for the attention of the HR and Compliance Manager, or by email to: compliance@themallschool.org.uk. The deadline for applications is 27 November 2026.
Interviews will be conducted in the week commencing 30 November 2026.
The School reserves the right to close the vacancy earlier on receipt of a suitable application

MINIBUS DRIVER PERSON SPECIFICATION

Training and Qualifications		**Essential**	**Desirable**
1.	Clean D1 Driving Licence	✓	

Experience		**Essential**	**Desirable**
1.	Minibus Driving Experience	✓	
2.	Experience of working with children		✓

Abilities and skills		**Essential**	**Desirable**
1.	Ability to communicate effectively with children	✓	
2.	Ability to contribute to the ethos and life of the school	✓	

Knowledge and Understanding		Essential	Desirable
1.	Understanding of minibus safety regulations		✓
2.	Understanding and commitment to equality of opportunity	✓	

Personal Qualities / Attitudes		**Essential**	**Desirable**
1.	Reliability	✓	
2.	Ability to work unsupervised	✓	
3.	Flexible, honest and responsible	✓	