

Job Advert

Required:	As soon as possible
Salary:	£25,583 pro rata (actual salary: £12,368)
Hours:	21.25 per week, Monday to Friday, Term Time Only
Shift Pattern:	Split shift - see below
Contract Type:	Permanent
Location:	St Joseph's Catholic Primary School, Rosecroft Lane, Loftus, TS13 4PZ

This is a dual role which combines professional driving of the school minibus with practical premises support.

We are looking for a reliable, responsible, and child-friendly Minibus Driver to join our primary school team. This role plays an important part in ensuring our pupils travel safely and comfortably to and from school activities. Alongside this role you will also undertake some premises responsibilities including key holding and site security.

The hours of work each week are 21.25 hours, Monday - Friday on a term time only basis. **The shift pattern is as follows:**

Minibus Driver: 13.75 hours per week - 7.15am - 8.30am, 3.00pm - 4.30pm

Premises Support: 7.5 hours per week - 1.5 hours per day, 4.30pm - 6.00pm

Catholic schools are welcoming places to pupils and members of staff from all faiths and none. More than a quarter of a million pupils and almost half of teachers in Catholic schools are not of the Catholic faith.

St Joseph's Catholic Primary School is a small primary school within the Nicholas Postgate Catholic Academy Trust. Our mission; 'Christ be our light, in life, love and learning' is central to all we do and our high expectations, relationships, good standards and practices are rooted in this mission. In our recent school inspection we were described as a small school with a big heart November 2024.

Key Responsibilities - Minibus Driver

- Safely transport pupils to and from school, trips, and extracurricular activities
- Carry out daily vehicle safety checks
- Ensure pupils are seated and wearing seatbelts at all times
- Maintain a calm, positive, and supportive environment on the bus
- Follow school safeguarding policies and procedures
- Keep the vehicle clean and roadworthy

Key Responsibilities - Premises Support

- Ensure security of the site, including the operating of alarm systems, key holding, and closing of site in accordance with school arrangements.
- Emptying of bins
- General tidying of site such as litter picking and incidental cleaning

The Ideal Candidate Will

- Hold a current, clean UK driving licence with D1 entitlement
- Enjoy working with children and understand their needs
- Be punctual, dependable, and safety-conscious
- Be willing to work flexibly to meet the demands of the post
- Complete tasks and work using their own initiative.

We Offer

- A welcoming and supportive school community
- Children who respect, care and value one another.
- Term-time working (ideal for work-life balance)
- A unique and beautiful school environment
- Training and guidance on safeguarding and school procedures
- An experienced and committed staff with a supportive Governing Body.

For further information or to arrange a visit, please contact Kelly Matchett, Business Support Officer at enquiries@stjosephs.npcat.org.uk

Closing date: Friday 11th September 2026 by 9am
Interview date: Wednesday 16th September 2026

Nicholas Postgate Catholic Academy Trust is committed to equality of opportunity, safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check along with other relevant employment checks. The successful candidate will be required to sign a Catholic Education Service contract.

Job Description

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

Post title: Minibus Driver/Premises Support Officer

Grade: D, SCP 5

Job Purpose

To operate the school minibus for the schools home/school transport, under the direction of the headteacher.

To provide premises support, including site security, key holding and general duties such as litter picking and waste disposal to ensure the school site is kept clean and tidy.

Main Responsibilities

Safety

- Ensure Safety of Passengers. Inform the Business Manager immediately of any hazards, defects, non-compliance of Health and safety regulations or PCV Compliance regulations including any threat to the wellbeing of any students and staff.
- To transport staff and students on school sports fixtures or for school trips/events as required.
- Ensure parents, students, and staff are treated with politeness and courtesy and be always a good ambassador for the school.
- Report any safeguarding issues or concerns where required to so immediately.
- Complete daily walk around pre-departure checks.
- Fuel and Adblue top up as required.
- Clean / sweep out minibus weekly

Compliance

- To always observe the current legislation and vehicle licensing law, including E.U Drivers Hours, W.T.D and daily pre drive, defect reports and route registers.
- To maintain and provide proper records as required.

Maintenance

- To maintain the minibus by keeping it tidy and cleaned after use.
- Refuelling vehicle as required.

Premises support

- To effectively lock and alarm the school on an evening ensuring the building/site is secure and safe to operate daily, this includes closing windows and blinds, locking all doors and gates.

- Report any faults or defects to the Headteacher in a timely manner.
- Manage waste/recycling on site by effectively removing and transferring to a designated collection point.
- Restock consumables in classrooms and toilets i.e paper towels, soap, toilet roll
- Litter picking duties to ensure the premises is clean and tidy.
- Support with cleaning duties in school and undertake emergency duties such as incidental cleaning.

Other relevant duties

- Ability to adapt to change in situations.
- To undertake any training as required.
- Be flexible to work when required with reasonable notice.
- Fully comply with “keeping children safe in education” policies and procedures.
- Fully comply with all Trust policies and procedures.
- Attend all training courses relevant to the post ensuring continual personal and professional development
- Act as a role model.
- Undertake additional reasonable duties as requested in accordance with the changing need of the job role and organisational objectives.

Safeguarding, Equality & Diversity and Health & Safety

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the NPCAT’s Equality Policy and objectives.
- To comply with Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a proactive approach to health and safety matters in order to protect both yourself and others.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Headteacher/Line Manager may determine.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY TRUST POLICIES. THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE

Person Specification

Stage	Essential		Desirable	
Experience			D1	Experience of working in a similar role
			D2	Experience of working with children
Knowledge & Skills	E1	Ability to communicate with a range of people		
	E2	Competent to carry out daily and weekly vehicle checks		
	E3	Excellent organisational skills and attention to detail		
	E4	Ability to effectively manage time and own workload		
Personal Attributes	E5	Positive attitude towards work		
	E6	Pleasant, patient and helpful		
	E7	Punctual, reliable and trustworthy		
	E8	A willingness to work flexibly to meet the demands of the post		
	E9	Complete tasks and work using your own initiative		
	E10	Relate well to children and adults		
	E11	Be willing to embrace change and adapt to new ways of working		
Special Requirements	E12	Hold a current, clean UK driving licence with D1 entitlement	D3	An understanding of safeguarding and child protection requirements
	E13	Age 25+ for Insurance purposes		
	E14	An understanding of the Catholic ethos of NPCAT		
	E15	Suitable to work with children/young people (Enhanced DBS with barred list check).		