



IPSWICH SCHOOL

BUS DRIVER

Part-time, permanent, term time only,

THE SCHOOL

Ipswich School has been listed as one of the top 100 schools in the country and is certainly one of the foremost independent schools in East Anglia. We were established prior to 1399, although we moved to our present site in 1852. We have over 1080 pupils aged between 3 months and 19 years and we are fully co-educational. The School operates a 5 day week with representative sports on Saturdays.

THE POST

You will join a small team of minibus drivers who help to transport our pupils to and from school each weekday during term time. You may also be asked to help with transport for school trips/events etc. or to help us during the School's holiday periods with airport pick-ups for our boarding students arriving from overseas.

This is therefore predominantly a term time only post, and you will also work on all staff INSET days to complete staff training and development activities relevant to the post. We currently have three INSET days, one in February, and two immediately prior to the start of the Michaelmas (Autumn term) each year.

Applicants must hold a current, full driving licence with a D1 category.

JOB DESCRIPTION

The principal requirements of the job are to:

- Transport Senior and Prep School pupils on one of the school bus routes to and from Ipswich School in the morning and evening of each weekday when Ipswich School is in session, following a designated route.
- To follow all rules and regulations relating to daily driving limits.
- Supervise pupils using the bus and report any issues to the Senior Deputy Head (Pastoral).
- Ensure the vehicle is used only by those authorised to use it.
- Ensure the vehicle is properly maintained and cleaned.
- Conduct a walkaround check on the vehicle at the start of each duty.
- Clean and fuel minibus fleet on a day by day basis and conduct minor maintenance functions including refuelling, ad-blue levels, general vehicle checks and bulb replacements. Take and collect vehicles from the maintenance provider as required.

- Adhere to the Ipswich School Transport Policy.
- Maintain regular contact with the Transport Manager.
- Undertake periodic training as required.

This list is not exhaustive and duties may be changed or added to as determined from time to time.

REPORTING

You will be responsible on a day to day basis to the Transport Manager and, like all support staff, you will ultimately be responsible to the Director of Finance and Operations.

QUALIFICATIONS AND EXPERIENCE REQUIRED

- A current, full driving licence with D1 category is essential.
- The ability to relate well to both staff and pupils is required, together with a flexible approach.
- You should be punctual and reliable.

HOURS OF WORK, SALARY AND BENEFITS

- This is a predominantly a term-time only post, working for 25 hours per week (15 hours on route and 10 hours additional work)
- It is likely that you will be assigned to the Ipswich Railway Station – Ipswich School bus run to and from Ipswich School each weekday (but you could, in the future, be assigned to an alternative route as required).
- Your normal working hours are 5 hours per day (25 hours per week), normally split into 2.5 hours in the morning and 2.5 hours in the afternoon within the following periods
Mondays - Fridays 06.30 – 10:30 (2.5 hours per day, 12.5 hours per week)
Mondays - Fridays 15:30 – 18:30 (2.5 hours per day, 12.5 hours per week)
- The above hours include attendance at appropriate INSET training sessions which take place in February and at the beginning of the Michaelmas (Autumn) term each year.
- If additional hours are worked outside of the hours stated above the hours should be recorded on a timesheet and authorised by the Transport Manager.
- Additional hours will be paid at the hourly rate of pay for the work (currently £13.82 per hour, plus holiday pay) in the next available payroll.
- It is important that the GB/EU Drivers' Hours legislation is adhered to at all times. More details can be found here: <https://www.gov.uk/drivers-hours/passenger-carrying-vehicles>
- The starting pay for this post will be £13552 per annum, based on the contracted hours above (25 hours per week during term time), which includes holiday pay as required by the Working Time Regulations.
- Salaries are paid over 12 months in arrears by BACS on the last working day of each month throughout the year and are reviewed annually, usually in April or September.
- After 3 months' service and/or in line with workplace pension legislation, you will be entitled to join a defined contribution pension scheme and will receive x3 death in service cover.
- Free lunch is provided during term time in the School Dining Hall when the kitchen is in operation and when your working hours are close to the lunch time period.
- Staff are able to use the School swimming pool and fitness gym free of charge (in compliance with appropriate rules and regulations).

- The School runs an appraisal scheme for its support staff to assist in the review and development of their role and you will participate in this scheme.

Please note that holiday may only be taken during Ipswich School holiday periods.

APPLICATION AND INTERVIEW ARRANGEMENTS

Completed application forms should be returned **by noon on Friday 24 July 2026**. Please mark the envelope Private and Confidential and send to: Director of Human Resources, Ipswich School, 25 Henley Road, Ipswich, IPI 3SG or email hr@ipswich.school. As this position involves working in an environment with children and young people we cannot accept a CV in place of a completed application form.

Candidates shortlisted for interview will be advised as soon as possible after the closing date and interviews are likely to be held on 29 July 2026.

Candidates selected for interview will be asked to bring their driving license for inspection.

A First Aid qualification will also be required to undertake this post and a suitable course can be arranged if necessary.

Please advise us of any special requirements you may have if you are called for interview. If your special requirements mean that you need to submit this application in a different format please contact us.

If we have not been in touch with you by 31 July 2026 then we regret that your application will have been unsuccessful, but we would like to thank you for your interest.

PLEASE NOTE

- Ipswich School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service. Having a criminal record will not necessarily be a bar to obtaining the position. The Ipswich School policy on the recruitment of ex offenders and the Code of Practice relating to the Disclosure and Barring Service are available on request.
- Ipswich School's employees are responsible for promoting and safeguarding the welfare of children and young people they are responsible for, or come into contact with. The post holder must adhere to and ensure compliance with the School's Safeguarding Children Policy at all times. If, in the course of carrying out his/her duties the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he/she must report any concerns to the School's Safeguarding Children Co-ordinator (the Senior Deputy Head [Pastoral] for Senior School pupils, the Prep Head for Prep pupils).
- Ipswich School's employees are expected to attend training in safeguarding children as directed.

- Applicants are advised that in the interests of the health and safety of all its pupils and employees, Ipswich School operates a ***No Smoking Policy*** and employees are expected to comply with the statutory restriction on smoking in public places.

June 2026