



Minibus Driver (Casual)

Location: Ark Kings Academy

Rate of Pay: £12.64 per hour

Hours: As required

Contract: Casual

Reports to: Operations Manager

Closing date: 8:00am, 31st August 2025, please note due to the upcoming school holidays applications will be reviewed week commencing 1st September 2025.

Be part of a truly 'Good' school now striving to be 'Outstanding' with a dedicated staff team.

About the role:

You will be instrumental in our vision “At Ark Kings Academy, every individual will develop the character to thrive in life, education and employment.”

As our Minibus Driver you are responsible to drive one of the academy's minibuses to transport our pupils safely to and from Ark Kings Academy in a responsible and competent manner, ensuring the safety of pupils (passengers), other road users and members of the public. The Minibus Driver will also support the academy on occasions collecting and delivering items within the local area.

To contribute to a workplace culture which has safeguarding and child protection at its heart.

About our school:

We are an all-through school serving the local community with pupils from Nursery - Year 11. Our mission is to create a school in which every child thrives, academically and socially.

Our school values are: 'Wisdom, Resilience, Kindness' – and they permeate everything we do in school with our pupils, our parents, our staff, and the wider community. We recognise our role in addressing inequality by ensuring that all pupils, regardless of circumstance have the opportunity to attain an excellent education.

Over the past 2 years we have made remarkable progress, moving from an Inadequate Ofsted rating to a Good. This achievement reflects the dedication and hard work of our staff with Ofsted commenting that pupils “understand the high expectations that staff have for them and strive to meet with”. The strengths of our school include:

- ❖ **Safeguarding:** Effective in all areas.
- ❖ **Behaviour:** Our pupils know the school rules of, 'ready, respectful and safe' and demonstrate these qualities in their behaviour towards each other and their teachers.



- ❖ **An ambitious curriculum:** Our well-sequenced curriculum, spanning early years to Year 11, ensures that all pupils, including those with special educational needs, receive a high-quality education.
- ❖ **Reading strength:** Our effective teaching strategies empower pupils to become fluent readers, setting them up for success in their academic journey.
- ❖ **Personal development:** At Ark Kings Academy, we prioritise personal development, preparing our pupils for their future roles as responsible citizens.
- ❖ **Attendance:** Our pupils and parents recognise the importance of high attendance, and at secondary, we sit above the national average.

Why work for us?

Joining Ark Kings means becoming part of a network of education experts who are all united by the same purpose - a commitment to making a difference where it matters most. You will have the opportunity to come together with your peers locally, nationally and sometimes even internationally, to share resources, learning and good practice.

Other benefits include:

- ❖ Our salaries are 2.5% higher than main pay scale.
- ❖ Twice the number of training days as standard.
- ❖ Generous pension scheme – a salary average defined benefit pension scheme, meaning you build up a guaranteed amount in your pension, payable for every year of your retirement.
- ❖ Access to Ark Rewards – a scheme offering savings from over 3,000 major retailers.
- ❖ Interest-free loans – up to £5,000 available for season tickets or to buy a bicycle.
- ❖ Gym discounts – offering up to 40% off your local gym.
- ❖ Access to the Employee Assistance Programme – providing free, confidential counselling, legal advice and a range of different support services.

Ark Kings are deeply committed to staff wellbeing and work-life balance, which is why we offer an additional leave of absence day for personal commitments, along with a two-week October half-term—providing our staff with extra time to rest, recharge, and maintain a healthy work-life balance. These initiatives, alongside our comprehensive support systems, contribute to our well above national average benchmark for staff wellbeing and workload, as highlighted in our latest staff survey. By prioritising the wellbeing of our team, we foster a positive and supportive working environment where staff feel valued, motivated, and empowered to deliver their best for our pupils.

How to apply:

Please visit www.arkkingsacademy.org/vacancies and submit your application. This should include an explanation of your motivation to apply and examples/evidence of how you meet aspects of the job description.

We advise you to submit your application as soon as possible as we reserve the right to close the vacancy early if a high volume of applications are received. This is to ensure that we can manage application levels whilst maintaining a positive candidate experience. Unfortunately, once a vacancy has closed, we are unable to consider further applications.

We warmly encourage prospective candidates to visit our school and experience our vibrant learning community firsthand. This is a fantastic opportunity to tour our facilities, meet our



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dedicated staff, and gain a deeper understanding of our vision and values. During your visit, you will have the chance to spend time with senior leaders, discuss the role in more detail, and explore how we can support your professional development. We believe that seeing our school in action will give you a real sense of what makes our school so special and the exciting opportunities this role offers. To arrange a visit, please get in touch with Tammy Mead, HR Advisor at kingshr@arkkingsacademy.org

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).

We aim to build a diverse and inclusive organisation where everyone – staff and pupils – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on this [link](#).



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Minibus Driver (Casual) Job Description

Key Responsibilities

- Safely operate the school minibus in accordance with road safety and school transport regulations
- Responsible for the safety, comfort and welfare of the pupils
- Pick up and drop off pupils at designated stops in a timely and courteous manner.
- Ensure the safety and welfare of all passengers, including assisting pupils in and out of the vehicle if necessary.
- Perform vehicle checks (oil, fuel, water, tyres, lights, etc.) and report any defects or issues promptly to the operations manager.
- Maintain cleanliness and tidiness of the minibus, both inside and out.
- Keep accurate records of journeys, mileage, fuel usage, and any incidents or accidents.
- Manage behaviour effectively to create a safe, respectful, and inclusive learning environment where pupils can thrive.

Other

- Work closely with school for planning future events
- Participate actively in network-wide training, meetings, and initiatives, sharing expertise and best practice.
- Actively promote the safety and welfare of our pupils
- Ensure compliance with Ark's data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list, and you will be expected to carry out any other reasonable tasks as directed by your line manager.

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Minibus Driver (Casual) Person Specification

Qualification Criteria

- Hold a current, clean and valid driving licence with D1 unrestricted or a PCV licence or D1 restricted (car licence obtained prior to 01.01.1997)

Knowledge, Skills and Experience

- Experience of driving a minibus or similar
- Competent to undertake daily and weekly vehicle checks
- Good communication and interpersonal skills
- Ability to remain calm under pressure
- Reliable and trustworthy

Behaviours

- A robust awareness of keeping pupils safe, noticing safeguarding and welfare concerns, and understand how and when to take appropriate action
- Deep commitment to Ark's mission of providing an excellent experience to every pupil, regardless of background
- Resilient, motivated and committed to achieving excellence
- Reflective and proactive in seeking feedback to constantly improve practice
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice.
- Commitment to and understanding of professionalism in line with the National Teaching Standards

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced DBS check

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role

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