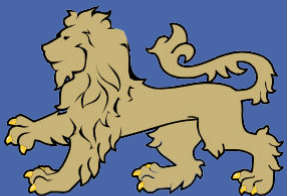




APPOINTMENT OF

MINIBUS DRIVER



HAMPTON
PRE-PREP & PREP SCHOOL

PART-TIME (Term-Time Only)

FROM JANUARY 2026



HAMPTON PRE-PREP & PREP SCHOOL

At Hampton Pre-Prep & Prep School, we are proud to provide a truly nurturing and vibrant environment where every child is celebrated as an individual. Teaching girls aged 3-7 and boys aged 3-11, life and work at our School goes beyond academics, focusing equally on developing exceptional teaching and providing heartfelt pastoral care. Our aim is to ensure that each child feels valued, supported, and inspired to grow in confidence, curiosity, and character during these vital early years of their education.

Hampton Pre-Prep & Prep School is a successful over-subscribed academically selective independent day school set across two sites. The Pre-Prep is located in charming Edwardian buildings on Wensleydale Road, while the Prep, a state-of-the-art facility opened in 2016, is located on Gloucester Road.

We value effort as much as achievement; we work hard to promote and sustain the conditions where both can be celebrated. We rely on each other. We welcome pupils of all cultures and backgrounds. We nurture an inclusive and highly diverse community where safety, respect and trust are paramount and we want our pupils to transfer happily and successfully to their next school.

We share in both our triumphs and defeats and know how important it is to embrace both as learning opportunities. This enables our pupils to make sense of the world and know how to have a positive impact upon it.

As an independent school, it is within our gift to teach a bespoke curriculum which we have therefore designed to inspire very bright young minds. As a school reflective of its practice, we work hard to ensure we always make the most of this gift. Above all, we want our pupils to have a tremendously enjoyable day at school, every day, certain of the progress they know they have made however large or small by the end of it. The days pass swiftly here and, naturally, include a huge amount of fun!



KEY RESPONSIBILITIES

This role is an exciting opportunity for a friendly, reliable and and positive individual to join our team at Hampton Pre-Prep & Prep School.

- Operating one of Hampton Pre-Prep and Prep School's morning bus routes
- Responsible for the safe collection and drop off of pupils to the School
- To ensure the safety and wellbeing of pupils on the minibus
- To communicate effectively with pupils on the minibus
- Ensuring that the minibus is kept in safe working order, kept clean and in good condition
- Daily visual inspection/checking of tyres, lights, oil, water, fuel
- Weekly cleaning of the inside of the bus
- Ensuring safety and other signs inside the bus are properly attached and in good condition
- Ensuring that any additional work required is communicated immediately to the Estates Manager
- Adhere to all statutory legal requirements and school policies including Health and Safety guidelines for minibus drivers
- To liaise directly with parents when necessary

Hampton Pre-Prep & Prep is part of The Hampton School Trust. Terms and Conditions for all Trust employees, Pre-Prep & Prep staff included, are excellent.

Expectations, both internal and external, are high. Colleagues here are required to work very hard and to go the extra mile to ensure that the potential of all the girls and boys in their care is completely fulfilled.

There is a very happy, harmonious atmosphere in the school.



PERSON SPECIFICATION

The successful candidate will have the following experience, skills, qualifications and personal attributes:

- A commitment to the Safeguarding and wellbeing of pupils
- A clean D1 Driving Licence and medical fitness is essential
- Previous minibus driving/driving experience is desirable
- An understanding of vehicle/minibus safety and health and safety guidelines for drivers is desirable
- A personable, self-motivated, 'can-do' approach with a genuine willingness to contribute and go the extra mile
- Experience of working with children and an understanding of Safeguarding
- The ability to communicate effectively with children and to contribute to the ethos and life of the school
- A reliable, flexible and honest approach with the ability to work unsupervised
- A patient, resilient and adaptable approach in order to meet potentially changing conditions, needs and priorities of the role, including traffic and weather conditions
- Willingness to assist and deal confidently and patiently with pupil, parent and staff enquiries
- The ability and willingness to learn new skills.
- An excellent sense of humour, plenty of common sense and patience are essential for this post!
- The ability to work using your own initiative, but also to work comfortably within existing systems
- Ability to work as part of a team
- Ability to remain calm whilst working under pressure, with sometimes rapidly shifting priorities and responding appropriately to the unexpected, when such circumstances arise
- Ability to work confidently with a wide range of internal and external personnel with due regard to their potential levels of influence both within and outside the School
- Proven discretion, tact and diplomacy.



OTHER

- To act as Fire Marshal and First Aider as required. Training will be provided
- Any other reasonable tasks required by the Headmaster and/or Bursar in association with the above role.

Please note that there may be some changes and additions to the above. This document is designed to provide applicants with a “flavour” of the position and responsibilities and is not necessarily comprehensive. However, the employee may be called on to perform other tasks as directed by the Headmaster or anyone acting on their behalf.

TRAINING

- Where necessary, to undergo on the job training under the general direction of the Headmaster or Deputy Bursar to increase competence, proficiency and safety awareness
- To attend INSET training outside the school where appropriate to increase competence, proficiency and safety awareness.

HOURS AND SALARY

This is a part-time, term time only (approximately 35 weeks per year) position and the working hours are Monday to Friday 6.30am - 9.00am.

Hampton School Trust Governors currently offer the following non-contractual benefits to staff, subject to any terms and conditions and the School's eligibility requirements: death-in-service benefit insurance policy; a Medicash healthcare cash plan; enrolment in appropriate Pension Scheme, personal accident insurance, School fee remission, cycle to work scheme, lunch, sports facilities and counselling.

Please note that the above list is not exhaustive and non-contractual benefits are provided at the discretion of the Governors.



EQUAL OPPORTUNITIES

It is the policy of Hampton Pre-Prep & Prep School to provide equal employment opportunities for all qualified individuals and to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. Hampton Pre-Prep & Prep School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices.

If any special requirements or access arrangements are required to attend an interview, please inform the School.

Offers of employment will be made on merit and suitability of qualifications and experience, in pursuit of our policy of equal opportunities.

SAFEGUARDING

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's safeguarding designated person(s) or to the Headmaster.

This post involves working with children, it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

Please note all appointments are subject to the Hampton School Trust Recruitment, Selection and Disclosure Policy and Procedure.



Hampton Pre-Prep & Prep, Gloucester Road, Hampton TW12 2UQ

www.hamptonprep.org.uk