



Mini Bus Driver Job Vacancies

May 2025

INFORMATION FOR POTENTIAL APPLICANTS



Letter from Chair of Governors

Dear potential applicant

Thank you for your interest in the position of Mini Bus Driver at Kingsmeadow Community School. I hope that you will find the information pack interesting and inspiring.

The governors are extremely proud of the school. It is a very exciting place to learn, for students and staff. New developments are becoming well established, taking the school forward to achieve its ambition of becoming an outstanding school and provide a 'World Class' education for its students. An innovative curriculum, effective teaching strategies and strong pastoral care continue to raise standards and ensure students become confident, lifelong learners.

Governors and senior leaders are united in their aim that each individual student achieves his or her maximum potential regardless of prior achievement. Behaviour and pastoral care are exemplary. The school has an inclusive ethos and has an excellent track record in narrowing the achievement gap between PP and other students.

A very clear vision and school improvement plan all help staff to have clear aims and targets. Teamwork is well developed, with staff learning from and supporting each other, and there are opportunities to develop leadership skills. Staff are very well supported through performance management and a focused, relevant CPD programme which meets individual as well as whole school needs.

This is an exciting opportunity to join the school team and help shape the future of our school. I urge you to visit us to learn more and to see our excellent modern facilities at first hand.

Yours sincerely,

Sarah Diggle
Chair of Governors



Dear Candidate

Mini Bus Drivers

At the heart of Kingsmeadow lies a highly aspirational academic curriculum of which we are fiercely proud. This academic curriculum is supported by a generous and well-planned Character Curriculum which runs through years 7 to 13. Our status as the last maintained secondary school in Gateshead means that we are not bound by the rules of a larger trust or academy chain. Every decision we make is closely tailored to the needs of our students, their families and the local community.

Staff at Kingsmeadow Community School have unerringly high expectations for all. Through developing their understanding of learning, and working in partnership with home, we seek to instil these high expectations into our students. Using our core values of Integrity, Resilience and Respect, we equip our students with the skills they need to be successful citizens who contribute positively to society, whilst giving them the academic profile they need to be able to open up doors of opportunity in their future.

The successful candidate will:

- Enjoy being a collegiate and positive member of a professional team
- Understand the need to relentlessly improve academic standards for all students in order to open up doors of opportunity for their future.
- Firmly believe in developing the character of students
- Contribute to the community ethos of Kingsmeadow Community School, building positive and respectful relationships with students, parents, staff and all stakeholders
- Have high expectations of students, and of self as a positive role model

If you require any further information prior to making an application, please contact the Office Manager; Michelle Lane at mlane@kingsmeadow.org.uk or on 0191 4606004 ext 222. School visits are welcomed.

I look forward to receiving your application. Further information about our school can be found on our website.

Yours faithfully

Mark Barrett
Head Teacher



THE POST: Mini Bus Drivers

PROCEDURE FOR APPLICATION

If you wish to be considered for this vacancy you should complete an application form, giving the names and addresses of two referees (references will be taken-up prior to interview).

The link to the application form and relevant documents can be found on the school's website under Staff Vacancies. We will only accept applications on the Gateshead Council application form, and CV's or other application formats will not be accepted.

Applications should be completed and submitted by noon on Friday 13 June 2025.

Interviews will take place during week commencing 16 June 2025. If you have not heard from us by this time you must assume that your application has been unsuccessful on this occasion, in which case the Governors and I would like to thank you for your time and your interest in the school.



ABOUT KINGSMEADOW SCHOOL

'Kingsmeadow is a Good school..... Teachers teach about the importance of respect, integrity, compassion, courage, pride and quality. They set a good example and pupils conduct themselves maturely.'

OFSTED Sept 2021

Any welcome that I give here in writing can not do justice to the welcoming atmosphere that is felt on entering Kingsmeadow Community School. We are a community school in every sense of the word. At Kingsmeadow you will find an ambitious, dedicated and caring staff body working with students who have a real desire to work hard and succeed.

At the heart of Kingsmeadow School lies a highly aspirational, academic curriculum of which we are fiercely proud. All students have the opportunity to access the EBACC and around 90% do so. Our sixth form offer is made up of exclusively level 3 courses. We do not limit our expectations of our students and, in doing so, we find that they strive to step up and meet those expectations. Aspiration is the key to success.

The students who attend Kingsmeadow School come from an increasingly diverse community. Using our core values of Integrity, Resilience and Respect, we seek to equip our students with the skills they need to be successful citizens who contribute positively to society, whilst giving them the academic profile they need to be able to open up doors of opportunity in their future. Our strong academic curriculum is supported by a generous Character Curriculum which runs through years 7 to 13. This is delivered through our daily Thrive sessions, which account for two hours of curriculum time per week. These sessions incorporate much of the PSHE, RSE, SMSC and British Values education, as well as our own Character Curriculum. This was all highly commended in our September 2021 Ofsted visit and has moved from strength to strength since then.

As a Google Reference school we use the Google suite across the school. Teachers and students are well versed in using Google Classroom for classwork and homework. Students have good access to technology, with over 400 Chromebooks plus desktops available in school.

I am excited to be leading Kingsmeadow School from September 2024. I will be building on the work that has already been done in improving the school. Moving forward, we have a number of areas for development which we will be addressing, including: working more closely with home and the community; tackling inherently low-levels of literacy; further building resilience through aspiration. I am looking to appoint the right person who can work with me and the senior leadership team in making the improvements that the students and community of Kingsmeadow Community School deserves.

Mark Barrett
Head Teacher



DEPARTMENT INFORMATION

We are excited to be welcoming a school mini bus to our site in September 2025. This is a new venture, and it will be a vital resource to extend our provision and support our students. We are now seeking a team of drivers to call upon when we have educational visits or sporting events for example.

Successful candidates will receive a contract for 5 hours per week (term time only) and specific days/times for this will need be discussed and agreed. Some weeks will be very busy with visits out of school, whereas some weeks there may be very few so the flexibility to attend and fulfil overtime will be essential at peak times.

Having a number of drivers will allow us to ensure sufficient capacity in terms of driver availability, and make sure that the overtime element is not onerous on one staff member. You will be a sound team player, a good communicator, honest, reliable and conscientious.

Applicants will have a full and clean driving licence, including D1 category, with a minimum of two years driving experience.

Please do not hesitate to contact me should you have any questions or queries regarding the role.

Thank you.

Miss C Bulman

School Business Manager



LEADERSHIP STRUCTURE

Headteacher

Mr M. Barrett

Deputy Headteachers

Mrs A Douglas

Mr S Ferguson

Business Manager

Miss C. Bulman

Assistant Headteachers

Mr G. Dunlop

Mrs M. Langley

Mr A. Milton

Mrs C. Richardson

Job Profile		
Job Title	Reports to	Department
Mini Bus Driver	School Business Manager	Support
Salary Grade	Hours	Line Management Responsibilities
Grade D – Points 6-7	Term Time Only Permanent Post 5hpw + overtime	None
Summary of Role		
Main Duties and Responsibilities		
- Ensuring the safety and wellbeing of students on the mini bus. - Ensuring that the mini bus is in safe working order, clean and in good condition - Reporting any vehicle defects, faults, incidents and accidents promptly to the School Business Manager and recording accurately. - Adhering to all statutory legal requirements and school policies including health and safety guidelines for mini bus drivers. - Safely transporting students to and from various locations for educational visits, sporting events etc. - Communicating effectively with students and staff. - Re-fuelling the mini bus as required. - Ensuring the cleanliness of the mini bus inside and out. - Maintaining accurate records of vehicle usage. - To undertake any other reasonable duties in line with the pay grade for this role. - To attend staff meetings, team meetings and other internal meetings as appropriate. - To attend all relevant training as required. - Actively contribute to and promote the overall ethos and values of the school.		
Essential Criteria		
- Full and clean driving licence including D1 category. - Minimum of two years driving experience. - Experience of driving a minibus or other large vehicle. - Ability to drive considerably in accordance with the Highway Code Regulations. - Personable with the ability to establish and maintain positive relationships. - Flexibility in terms of working hours, overtime and demands of the role. - Honest, reliable and patient. - Conscientious and able to ensure standards for health and safety are met. - Excellent communication skills to liaise with a wide range of people. - Willingness to support staff and colleagues.		

Desirable Criteria
• First Aid qualification • Awareness of Health and Safety at Work Regulations • Prior employment as a school mini bus driver.

