



Heathfield School  
Ascot

*Appointment of*  
**Minibus Driver – London Route**

September 2025

# Welcome to Heathfield

Thank you for your interest in Heathfield. The opportunity to become our minibus driver at the school comes at a transformative moment in our distinguished history for two reasons. Firstly, after 125 years of nurturing young women to 'see the sky,' we have secured an exciting future through our decision to join the Mill Hill Education Group. This strategic partnership will preserve Heathfield's cherished historic identity while opening new horizons for our school community. Secondly, we are welcoming our new Head, Mr Jonathan Williams, who takes on the role from his current position as Deputy Head (Academic) at the school. The combination of Jonathan's understanding of Heathfield and his outstanding vision for the school moving forward ensures a smooth transition and exciting future.

Heathfield is a warm and welcoming school, an inclusive community which puts its students at its heart. As an intentionally smaller school, we can genuinely focus on individuals, supporting and inspiring them to strive and achieve. Everyone is known and important here, and the school celebrates the achievements of every girl.

The greatest asset of any school is its staff. We are building a team of extraordinary people, a community united in its mission to do the very best for every pupil. Our personalised and individual approach is central to making sure that every girl is happy, confident and ambitious. This is what enables them to reach their academic, social and emotional potential.

Our academic results show exceptional value-added scores, and our co-curricular achievements continue to punch well above our weight. Most importantly, we have maintained our defining characteristic - being a close-knit community where every girl is known, valued, and empowered to discover her unique talents. To truly Make Her Mark.

The merger with Mill Hill Education Group brings remarkable opportunities for both staff and students while ensuring the preservation of our beautiful 36-acre Ascot campus and our commitment to all-girls education. As part of a larger organization, we can look forward to enhanced resources, shared expertise, and expanded possibilities for our entire school community.

At Heathfield, our minibus drivers are valued members of our friendly and inclusive community. They help ensure our pupils arrive safely, ready to learn and flourish. We're looking for someone who shares our commitment to care, safety, and supporting every girl to Make Her Mark.

**Sarah Rollings,  
Headmistress**





## Heathfield School

Heathfield is a vibrant independent boarding and day school for girls. It is a member of GSA, ISA and BSA. As an intentionally smaller school there are approximately 200 pupils, aged 11–18, meaning that all girls can be known individually and provided for. The pupil body is very well balanced and integrated, split fairly evenly between day girls and boarders, with parents choosing between full and flexi boarding. The result is a warm, inclusive and friendly community, where all can flourish; there are few schools that can match Heathfield's ability to bring girls of different ages and backgrounds together so well.

The School occupies an attractive, 36 acre, site on the edge of Ascot. Extensive outdoor spaces and woodland provide an inspiring, rural environment, though only half an hour from Heathrow airport and on a direct train line to Central London.

Resources for learning are excellent, and constantly evolving. A modern theatre was completed in 2009, followed by a STEM Centre in 2015. Most recently, the new, multi-million pound Cadogan Sixth Form Centre has provided dedicated learning accommodation for A Level students, alongside the most modern of social spaces.

Technology is embedded within the academic life of the school, including through a multi-media recording studio.

There are extensive facilities for sport and exercise. In addition to playing fields, there is a Sports Centre including modern fitness gym, dance and spin studios alongside a 25m indoor pool. Wellbeing has a high profile in the life of the community.

There is an extensive programme of co-curricular activities, in which all girls are encouraged to take part. This includes a vibrant and varied programme of weekend activities in which both boarders and day girls participate.

# The Department

Part of a small team, you will be expected to safely operate the School’s bus routes, collecting and returning pupils from designated pick-up points and delivering them to the School. This role requires a morning and evening shift. There are several mini-bus routes within 20 miles of the School grounds, which may change depending on the School catchment area. Whilst a part-time, term-time-only role, extra hours may be available during the day, evenings and/or weekends. The timings may also need to be adjusted in conjunction with the post holder, depending on demand and traffic conditions.

## The Role

Job Title:	Minibus Driver – London Route
Line Manager:	Bursar and Clerk to the School Governors
Start Date:	Immediate

## Key Responsibilities

- To operate the School Minibus route as specified, ensuring pupils are collected from designated stops on time and delivering to the School in the mornings and then reversing the process in the afternoons.
- To ensure you know all bus routes and complete the daily minibus register for your route. Keep alert to road works, which could cause delays and communicate these with the line manager.
- To always assist in order and discipline, in and around the bus. Enforce the law regarding the use of seat belts and report any behavioural problems to your line manager and providing full details.





## Key Responsibilities continued

- To ensure the minibus is kept clean and in good conditions, daily visual inspections, checking tyres/lights/oil/screen wash etc.
- Abide by the law and Highway Code, ensuring passenger safety.
- Check the first aid box ensuring it is up to date.
- Liaise directly with parents when needed.

## Person Specification

- Full, clean current driving licence, ideally including Category D1.
- Minimum 2 years of driving experience, preferably in a similar role.
- Excellent timekeeping and communication skills. Well organised, calm under pressure and capable of using their own initiative.
- Previous experience working in a school is desirable but not essential.

# Terms

## Salary

£16.60 per hour. Compulsory INSET days will be paid in addition.

## Hours

25 weekly (5.30 am to 8.00 am Monday to Friday and 5.30pm to 8.00pm Monday to Thursday and 4.00pm to 6.30pm Friday), with additional, non-contractual, option of overtime.

## Pension

Eligible staff will be automatically enrolled onto the contributory pension scheme.

## Meals and Refreshments

We provide a nutritious lunch in the Dining Hall during term time and refreshments are available throughout the day, both are free of charge.

## Personal Accident Insurance Scheme

The School currently participates in a Personal Accident Insurance Scheme.

## Fee remission

The School currently offers a generous discount on fees should their daughter(s) attend the School.

## Parking

Free parking is available on-site.

## Welfare and Other Benefits

Welfare initiatives available include the use of the school’s swimming pool and gym (at set times), and access to discounted massage and reflexology sessions. The School has medical care with the addition of access to a counsellor. Staff also have access to the Employee Assistance Programme which provides caring and compassionate advice and support on professional and personal matters. We also offer the cycle-to-work scheme.

## Equality and Diversity

Staff are expected to promote equality of opportunity for all pupils and colleagues, both current and prospective, and support an environment that values diversity.

## Promoting British Values

Heathfield recognises the importance of placing emphasis on fundamental British values in the curriculum and all other aspects of school life. These values reflect the ethos of the school, and all members of the community have a role to play in delivering the values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs. All staff are responsible for promoting these values when opportunities arise.

# Application Process

Applications should be submitted on the School’s forms, which can be accessed by [clicking here](#). The completed form should be accompanied by a letter of application and submitted by email to [recruitment@heathfieldschool.net](mailto:recruitment@heathfieldschool.net).

Closing date for applications: On-going, awaiting suitable candidate.

Interviews: TBC following application.

Applications will be acknowledged and will be evaluated against the selection criteria. We reserve the right to call suitably qualified candidates to interview before the closing date. Early applications are therefore encouraged. Heathfield School welcomes applications from all sectors of the community. Right to Work in the UK is essential.

## Safeguarding and Child Protection

Heathfield School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Enhanced Disclosure and Barring Service check. Heathfield expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding Children and Child Protection policy and procedures at all times.

Heathfield School is an equal opportunity employer, committed to diversity and the creation of an inclusive environment for all employees. Employment selections are made according to suitability for the post, irrespective of background or protected characteristics.



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Ascot

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