



Heathfield School
Ascot

Appointment of
Minibus Driver
(Term Time 19 Hours Per Week)

Welcome to Heathfield

Thank you for your interest in Heathfield.

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.

Thank you for your interest in this opportunity. We are looking for a reliable and flexible minibus driver to join our dedicated support team. This role is essential to the smooth and safe running of our school day, helping pupils arrive punctually and return home safely. If you are a dependable, safety-conscious driver who enjoys working as part of a close-knit community, we would be delighted to hear from you.

All the very best,
Jonathan Williams, Headmaster





Heathfield School

Heathfield is a vibrant independent boarding and day school for girls. It is a member of GSA and BSA. There are approximately 200 pupils, aged 11–18, approximately 60% of whom are boarders. Recent developments in the boarding model have created a modern, integrated community of full and weekly boarders, alongside day girls. The result is a warm, inclusive and friendly community, where all can flourish.

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

You will be part of a small, flexible team, operating minibus routes to and from the School, collecting and returning pupils from designated pick-up points.

The Role

Job Title: Minibus Driver

Line Manager: Bursar

Key Responsibilities

- Drive the School minibus on pre-defined routes, ensuring timely and safe collection and drop-off of pupils.
- Complete the minibus register and be aware of route changes and road disruptions.
- Support pupil behaviour management and safety by enforcing seatbelt use and reporting concerns.
- Perform daily vehicle checks and maintain a clean and roadworthy vehicle.
- Availability to work flexibly across weekdays and weekends as required.
- Abide by the law and Highway Code, ensuring passenger safety.
- Check the first aid box ensuring it is up to date.





Person Specification

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

Terms

Salary

£16.77 per hour (Annual salary for 19 hours £10,514.79.)

Hours

19 hours per week during term time (33 weeks). Approximate hours 6am to 8am and 5.30pm – 7.15pm (Mon – Thurs) and 4.30pm to 6pm Friday.

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 and Parking

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

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), access to discounted massage and reflexology sessions and yoga classes. 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.

Closing date for applications: Noon on 6 March 2026

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.



Heathfield School
Ascot

London Road, Ascot, Berkshire SL5 8BQ, United Kingdom

Incorporating St Mary's School Wantage

01344 894281 www.heathfieldschool.net