



MINIBUS DRIVER

At Talbot Heath, we believe that nothing is beyond reach. We are an extraordinary school where girls are empowered to be curious, compassionate, and courageous, embodying our motto: *Curious Minds, Generous Hearts, Adventurous Spirits*. From the age of two, our girls begin a transformative journey that nurtures their integrity, compassion, and ambition—values rooted in our founder's vision of *Honour before Honours*.

Our unique, girls-only environment allows young women to thrive, free from societal constraints, fostering an atmosphere where intellectual curiosity, emotional well-being, and personal growth are cultivated. With a reputation for innovative thinking and an interdisciplinary curriculum, Talbot Heath encourages girls to explore creativity and deep thinking in an exciting and different way of learning.

We are seeking reliable and safety-conscious Minibus Drivers to join our team at Talbot Heath School. We have two opportunities available:

1. Permanent, term-time role
2. Casual, on-call on a retainer

The successful candidates will be responsible for transporting pupils to and from school along designated routes, ensuring their safety and well-being throughout the journey. This role requires strict adherence to the School's Transport Policy, including maintaining vehicle logs, conducting pre-journey safety checks, and ensuring all passengers wear seatbelts. Reporting to the Transport Manager, the post holder will be expected to identify and report any vehicle maintenance concerns promptly.

The ideal candidate will:

- Hold a full, clean driving licence (issued before 1.1.97, including D1 provision)
- Have a minimum of two years' driving experience
- Be aged 25 or over for insurance purposes
- Demonstrate responsibility and safety-consciousness, with strong awareness of road regulations and school transport policies
- Exhibit excellent time management skills to ensure punctual and reliable transportation of pupils
- Possess a friendly and professional demeanour, fostering a positive and reassuring environment for students
- Have strong communication skills to liaise effectively with the Transport Manager, staff, and parents when necessary

- Show a proactive approach to vehicle maintenance and safety checks, promptly reporting any issues

About Talbot Heath:

- A leading independent school in Dorset, offering girls aged 2–18 an outstanding education.
- Beautiful woodland campus located close to Dorset's stunning coastline.
- Selective school with excellent academic results at both GCSE and A Level.
- Renowned for its strong pastoral care system where the well-being and happiness of each student is paramount.

Position Details:

- **Permanent role:** Term-time only, 16 hours a week (Monday to Friday, 7:00–8:30am and 3:30–5:30pm)
- **Casual retainer:** Flexible, term-time, hours as required on a retainer basis for ten hours per week

Salary:

- Permanent: £8,888.88 (£23,809.50 FTE) / £12.21 per hour
- Casual: £5,079.36 (£23,809.50 FTE) / £12.21 per hour

Start Date: As soon as possible

Application Deadline: Sunday 1st February 2026

Further details can be found in the Job Description. Please note that we reserve the right to close the advert early if we find the right candidate before the stated deadline. We encourage early applications to avoid disappointment.

For further information, contact **Andrea Pittam, HR Manager** at hr@talbotheath.org or **01202 761881**

Please note that we reserve the right to close the advert early if we find the right candidate before the Reporting to the Transport Manager, the post holder will be expected to identify and report any stated deadline. We encourage early applications to avoid disappointment.

For further information contact Andrea Pittam, HR Manager at hr@talbotheath.org 01202 761881.

Please send your completed application form to hr@talbotheath.org.

At Talbot Heath, every girl is encouraged to embrace her strengths, challenge herself, and become a confident and compassionate global citizen. Join us and help shape the future of our girls!

What We Offer:

- Talbot Heath School is an independent girls' school for ages 2-18, situated in beautiful woodland grounds in Bournemouth. You will benefit from working in a peaceful environment, just a short distance from the town centre, with free on-site parking.

- Complimentary lunch provided daily in our staff dining room, featuring a freshly cooked hot meal and a salad bar.
- Discounted membership to the nearby West Hants Club, offering access to excellent sports and recreational facilities.
- Complimentary use of our on-site swimming pool during the Sunday staff session.
- Complimentary access to our on-site gym facilities.
- Discount on school fees for your children, subject to the school's admission process and fee remission policy.
- Complimentary after-school childcare for staff with children in Kindergarten and above.
- 50% discount on Supercamps Holiday Clubs for Talbot Heath staff.
- Occupational sick pay scheme.
- Company stakeholder pension scheme.

Talbot Heath School is unable to employ anyone who does not have the legal right to live and work in the UK. This evidence must be produced at the interview stage of the process.

Talbot Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and has an Equal Opportunity Policy. The successful applicant will require an Enhanced DBS check.

This position will involve regular contact with children and therefore is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exemptions Order 1975, 2013 and 2020. It is an offence to apply for this role if barred from engaging in regulated activity relevant to children.

Talbot Heath is a registered charity (number 283708) existing to provide high quality education for children.