

PORT·REGIS

Minibus Driver

Port Regis is one of the country's leading co-educational day and boarding schools for children aged two to thirteen. A school in which tradition and innovation have gone hand in hand for more than a century, we provide a thoughtful, rounded education that enables children to thrive. This education goes well beyond our beautiful buildings and outstanding facilities – it is rooted in our culture and values.









We are seeking to appoint a Minibus Driver to join our delightful team.

Role Profile

To provide a safe, punctual, and reliable minibus transport service for pupils of the school, always ensuring their well-being during pick-up and drop-off journeys. The role supports the smooth daily operation of the school by assisting with transportation needs and upholding high standards of care and professionalism.

Remuneration and Benefits

The successful candidate(s) can expect:

-  Competitive rates of pay, pension and holiday benefits
-  An employee assistance programme with extensive support in relation to wellbeing and wellness, finance and legal, work and personal issues, as well as a wide range of rewards and discounts
-  Free car parking
-  Complimentary use of the school's staff gym and Sports Centre
-  Delicious meals in our Dining Hall during working hours
-  A beautiful setting in which to work
-  To join a delightful team and an exceptional working environment
-  Competitive school fee remission

Hours of Work

The hours of work for this role are term time only, typically early mornings and late afternoons. There may also be need for occasional additional hours as required.

Start Date











September 2026

Job Description

Responsible to








Head of Grounds

Key Responsibilities





-  Safely operate the school minibus on designated routes for the collection and drop-off of pupils
-  Ensure all pupils are transported in a secure, caring, and orderly manner
-  Carry out daily vehicle checks (fuel, oil, tyres, cleanliness) and report any defects
-  Adhere to all road traffic laws, safeguarding policies, and school regulations
-  Maintain accurate records of journeys, mileage, and any incidents
-  Ensure that all pupils wear seatbelts and follow safety procedures
-  Provide a welcoming and friendly presence for pupils and parents
-  Act as a positive representative of the school at all times
-  Report any behavioural or safeguarding concerns promptly to the appropriate staff
-  Assist with occasional additional driving duties for school trips or activities (if required)

Person Specification

Essential:

-  Valid UK driving licence (Category D1 or appropriate entitlement)
-  Clean driving record
-  Able to satisfy the criteria of the school's motor insurance provider
-  Experience driving minibuses or similar vehicles
-  Excellent timekeeping and reliability
-  Good communication and interpersonal skills, particularly when working with children
-  A calm, patient, and responsible attitude

Desirable:

-  MIDAS (Minibus Driver Awareness Scheme) certification
-  Previous experience working in a school or with children
-  Basic vehicle maintenance knowledge
-  First aid qualification

Application Procedure

If you feel you can meet the requirements of the post, I would be delighted to hear from you.

Please complete the application form on the school website (portregis.com) and send it, along with a covering letter, to: Clair Beaty-Pownall, Director of People (peopleteam@portregis.com) or via post

to Port Regis, Motcombe Park, Shaftesbury, Dorset SP7 9QA at your earliest convenience and to arrive before 12.00 on Friday 17th July 2026.

We reserve the right to close this vacancy early should we receive sufficient applications; therefore **early applications are encouraged.**

Please read the Safer Recruitment Pack and Child Protection & Safeguarding Policy in conjunction with your application.

Safeguarding and Child Protection

Port Regis is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Diversity and Inclusion

Port Regis is committed to equality, diversity and inclusion. We encourage applications from a diverse range of suitably qualified candidates, including candidates wishing to work flexibly or requiring reasonable adjustments.