



GATEWAY SCHOOL  
— GREAT MISSENDEN —

# RECRUITMENT PACK

## SCHOOL MINIBUS DRIVER



# Welcome Message

At Gateway School we are committed to providing learning experiences that holistically prepare our children for their next schools and life beyond. We empower every pupil to excel in their educational journeys today, tomorrow and for the rest of their lives.

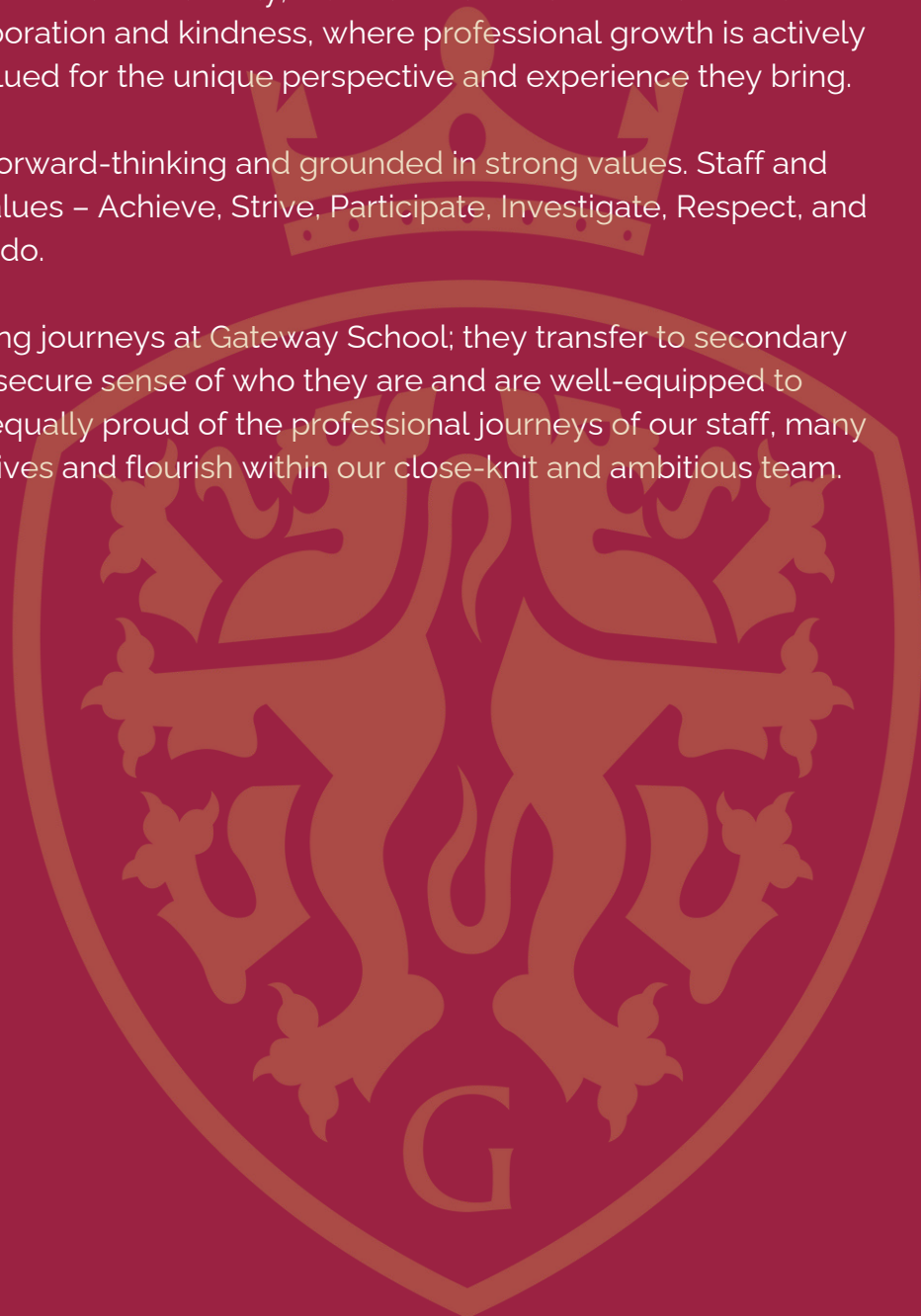
Our mission is to provide an engaging and inspiring learning environment that encourages children to be curious and ambitious, resulting in happy, confident and real-world ready learners. We hope for every child to be happy, successful and well-prepared for their ever-changing futures.

We believe in providing opportunities to develop character and promote curiosity, flexibility, collaboration, creativity and critical thinking within our curriculum. Throughout the school, our committed and highly-skilled staff encourage pupils to challenge themselves and build resilience whilst feeling safe, cared for and supported.

This commitment extends to our staff too. We know that children thrive when the adults around them are supported, trusted and empowered. At Gateway, our staff team is at the heart of our success. We work in a culture of collaboration and kindness, where professional growth is actively encouraged and where everyone is valued for the unique perspective and experience they bring.

Our school community is welcoming, forward-thinking and grounded in strong values. Staff and pupils alike take pride in our ASPIRE values – Achieve, Strive, Participate, Investigate, Respect, and Enjoy – which underpin everything we do.

We are very proud of our pupils' learning journeys at Gateway School; they transfer to secondary school as confident individuals, with a secure sense of who they are and are well-equipped to take on their next challenges. We are equally proud of the professional journeys of our staff, many of whom take on new roles, lead initiatives and flourish within our close-knit and ambitious team.



# About Gateway School

Gateway School is a thriving, vibrant and nurturing independent day school for boys and girls aged 2 to 11, located in the heart of the Chiltern Hills in the village of Great Missenden, Buckinghamshire.

- Ages: 2–11
- Pupils on roll: Approx. 270
- Small class sizes ensuring every child is known and supported
- Broad and creative curriculum
- Specialist teaching
- ISI Rated: Excellent in all areas
- Part of the Bellevue Education Group – offering high-quality professional development, shared expertise, and a family of schools united by a shared commitment to excellence in education. – offering global collaboration and rich CPD opportunities





## The Role

- We are looking for a hardworking, flexible individual, to provide a safe, reliable and professional transport service for children of Gateway School.
- September term 2025 start date
- Monday to Friday, typically 6.30am – 8.30 am & 4.30pm – 6.30pm term time only
- **Reports to** Finance and Operations Manager
- **Location** - Gateway School, 1 High Street, Great Missenden, Bucks HP16 9AA

# Duties and Responsibilities

- Driving a school Minibus or other vehicle on designated routes or as directed.
- Responsible for the safety, comfort and welfare of the pupils to and from school at all times.
- Carry out driver's daily and weekly vehicle checks, and to carry out basic maintenance.
- Report any vehicle defects, faults, incidents and accidents to the Estates Manager.
- Be responsible for the cleanliness of vehicles, and ensuring the vehicle is in a clean and roadworthy condition before and after use.
- Refuel vehicles as required.
- Maintain and help to promote a good company image, working attire should be worn at all times and kept in a clean and tidy condition.
- Work within health and safety guidelines and other guidelines that may be issued from time-to-time
- Take responsibility for the health and safety of the school vehicle and users
- Attend relevant training courses as identified and agreed, this will include Minibus Driver Awareness Scheme.
- First Aid at work one day appointed person training
- The postholder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the Schools Safeguarding Policy statement at all times.
- If, in the course of carrying out the duties of the post the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to his/her Line Manager or the School's Safeguarding Lead.



# PERSON SPECIFICATION

## Qualifications

Essential Criteria	Desirable Criteria
Clean Driving Licence	Qualified First Aider
Experience in working with others in a team	Geographical knowledge of Buckinghamshire
Hold a current, clean and valid driving licence D1 unrestricted or a PCV licence or D1 restricted (car licence obtained prior to 01/01/1997). Be 25+ (for insurance purposes)	
Capability to maintain accurate vehicle and user records	
Competent to undertake daily and weekly vehicle checks	

## Personal Qualities

- Pleasant, approachable personality.
- An ability to communicate with a range of people
- Patient manner.
- Ability to work on own initiative and as part of a team.
- Reliable and trustworthy.
- Honest, sense of responsibility and confidentiality.
- Flexible approach to working arrangements.
- Sensitivity to user needs
- Willing to undertake training as appropriate.

## Further Information

- The driver will preferably have the relevant requirements to be able to drive a minibus, (D1), and will hold a clean driving licence. Checks will be made with the Disclosure and Barring service to ensure suitability to work with children.
- Salary will be up to £15 per hour dependent on experience.



## WHY WORK AT GATEWAY SCHOOL?

- Supportive, professional and friendly team
- Strong focus on staff wellbeing
- Staff development and collaboration opportunities within the Bellevue Education network
- Set in a beautiful, historic village with excellent transport links to London
- Competitive pension scheme
- Culture of trust, flexibility and empowerment – your voice and ideas matter here
- Opportunities to lead and innovate, with support for personal growth and leadership development
- A community that celebrates individuality, creativity and a shared passion for education

# APPLICATION AND NEXT STEPS

An application form can be found at [www.gatewaysch.co.uk](http://www.gatewaysch.co.uk). Please send completed application form to Mrs Brown at [pa@gatewaysch.co.uk](mailto:pa@gatewaysch.co.uk) by **midday Friday 27 June 2025**.

Suitable candidates may be interviewed before the closing date and Gateway School reserves the right to withdraw the position if an early appointment is made







## SAFEGUARDING STATEMENT

Gateway School is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to enhanced Disclosure and Barring Service (DBS) checks, reference checks and pre-employment safeguarding procedures.



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