St Mary's
Colchester



Minibus Driver

Candidate Information Pack

Telephone: 01206 572544 Email: careers@stmaryscolchester.org.uk

Website: www.stmaryscolchester.org.uk/vacancies

Dear Applicants,

Thank you for your interest in St Mary's School.

Founded in 1908 by the Bilson sisters, St Mary's has been educating girls from Colchester and the surrounding area for well over a century. As we approach our 120th anniversary in 2028, we are proud of our heritage and ambitious for the next phase of the school's development.

From its earliest days, St Mary's has been shaped by a bold conviction: that girls deserve an education rooted in scholarship, confidence and character. That founding vision remains central to who we are today. Our task now is to honour that inheritance while sharpening our distinctiveness as an academically ambitious school, where curiosity, high expectations and a love of learning matter deeply.

Since joining St Mary's, I have been struck by the strength of the community: the professionalism of staff, the quality of relationships and the genuine care shown to every girl. These are powerful foundations on which to build. Our aspiration is straightforward but demanding: to be a school known equally for warmth and scholarship; a place where pastoral care and academic ambition are not competing ideas, but mutually reinforcing strengths.

We are ambitious for our pupils and for our staff. At St Mary's, we are committed to providing a rigorous and engaging education, alongside strong pastoral care and a breadth of opportunity that enables every girl to thrive. We believe girls flourish when academic challenge is ambitious, joyful and unapologetically serious. Central to this is our belief that excellent teaching, rich challenge and strong relationships transform outcomes. We want pupils to think deeply, grow in confidence and character, and leave us not only with strong outcomes, but with curiosity, courage and a lifelong love of learning.

For colleagues, this creates a rare professional opportunity. We are looking for people who care deeply about scholarship and the craft of teaching; colleagues who share our ambition, are committed to their own professional growth, and want to contribute to a collaborative culture shaped by innovation, collegiality and high standards. This is an important and exciting moment to join the school. We are entering a significant phase of development and, for the right candidate, this is not simply an opportunity to take up a post, but to help shape an important chapter in the life of a distinctive girls' school.

There is much here to value, and much to build. If that sense of purpose resonates with you, I hope you will consider joining us.

With best wishes,

Lee Daniel Faith
Principal

The school

St Mary's is an Independent day school in Colchester, Essex for girls age 3-16 and boys age 3-4.

Our vision is to empower girls to thrive at school and beyond.

The Lower School was ranked 12th highest performing Preparatory Schools in England by the Sunday Times last year. Many girls achieve scholarships to senior school and we have an impressive 11+ pass rate for those who choose to sit the exam. At the Senior School, excellent GCSE results are achieved each year. We're able to achieve such success by tailoring the education to suit the needs of each individual in our small classes and by giving the girls the encouragement and support they need to aim high.

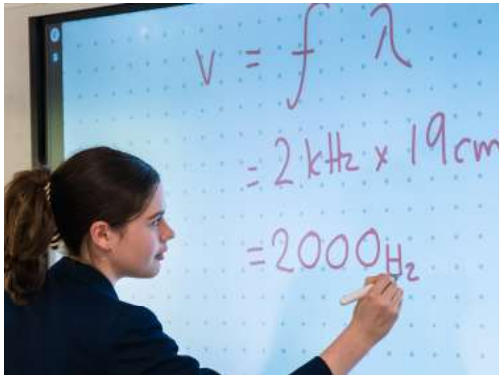
We are strong believers that success in life comes from more than just impressive exam results. At St Mary's we offer a brilliantly balanced education in order to develop exceptionally well-rounded individuals. With a huge variety of clubs, enrichment activities, music and drama productions, visits and international travel experiences on offer, there's ample opportunity to learn new skills and develop talents. There are numerous positions of responsibility available to the girls which help develop their leadership skills, and we foster team spirit through initiatives such as the School Council and School Houses.

For young people to thrive we firmly believe they must feel confident, relaxed and secure. Every child is known and understood and the girls feel comfortable challenging themselves and asking questions.

We believe in instilling the values of respect and courtesy, and through our charity and outreach work the students develop a strong sense of community. We are a leading Eco School and the students get a strong sense of caring for the environment as a result. As a global member of the Round Square Organisation, those who attend St Mary's benefit from our international links, which helps to broaden their horizons.

In this positive environment our young people develop the strength of character and the self-belief they need to make the very most of the life that lies ahead.









Job description

Job title:	Minibus Driver
Reporting to:	Senior Estates and Facilities Manager
Hours:	Minimum of 20 hours per week based upon two shifts per day. Monday - Friday. Term-time only.
Salary:	£13.24 per hour, plus enhanced rate of £18 an hour for trip cover (there are opportunities to cover trips regularly)
Start:	December 2026

Job Purpose

To drive the school minibus as part of a daily service by collecting St Mary's pupils from designated pick up points in the morning and then returning them to the same point at the end of the school day.

Key Responsibilities:

- AM- collect the minibus from school and drive a predetermined route to pick up pupils in time for the start of school
- PM - collect the minibus from school and drive the same predetermined route to drop off pupils after school ends (Note: the minibus will be left at school during the day)
- Complete daily minibus checks and complete routine paperwork
- Ensure that all relevant pupils are accounted for
- Liaise with parents as required
- Wash and clean the minibus on a weekly basis and carry out minor maintenance tasks as required

Other Duties

- Observe health and safety procedures and work safely at all times
- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact
- To attend INSET training
- To comply with whole school policies and procedures
- To play a full part in the life of the school community, to support its mission and ethos

Other Information

- Suitable branded clothing and equipment will be provided
- Training will be provided where required

The above duties are not exhaustive as the post will also cover any other duties which may reasonably arise in connection with the position or at the request of the Principal.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore, employees will be expected to comply with any reasonable request from the Principal including ad hoc projects and to undertake work of a similar level that is not specified in the job description.

The job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job, commensurate with the grade and job title.

St Mary's is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All candidates must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Person specification

(E) = Essential
(D) = Desirable

Education/Qualifications

- Current Driver's Licence with the D1 category (E)
- Current CPC/PSV qualification (D)
- Must have already passed or must successfully complete Minibus (MIDAS) training before transporting pupils (E)
- Frist Aid trained (D)

Skills/Knowledge

- Minibus/Passenger Service Vehicle driving (D)
- Minibus/Passenger Service Vehicle driving within an educational setting (D)
- Able to use initiative and meet deadlines (E)
- Able to use electronic forms of communication and other software (E)
- Accurate record keeping (E)
- Customer service and telephone skills (D)
- Basic understanding of vehicle maintenance (D)

Attitude/Personal qualities

- Organised, self-disciplined, reliable, conscientious and honest (E)
- Able to work within a team (E)
- Flexible approach to work and a positive attitude (E)
- Honest and discreet (E)
- Willingness to commit to a whole school ethos (E)







Benefits

Employee Assistance Programme
Confidential 24-hour helpline
Counselling sessions
Wellness app

Refreshments
Tea and coffee facilities provided

Physical Health
Occupational health support
Bike2Work Scheme

Professional Development
Life and leadership coaching through the EAP
INSET training

Financial
Staff discount for School fees (subject to qualifying criteria)
Financial coaching through the EAP
Regular benchmarking of salaries
Access to BlueLight Card and other discounts

Additional Benefits
Pleasant working grounds and location
Free parking on site
Friendly team









Application process

Closing date for applications: Friday 20th November 2026, 3pm

Date of interviews: On a rolling basis

Candidates should complete their application form on MyNewTerm: **https://mynewterm.com/school/St-Mary's-School-for-Girls/115394**

If you have any questions about the application process, please contact Mrs M Terry, HR Manager at:

Email: careers@stmaryscolchester.org.uk

Post: St Mary's School, 91 Lexden Road, Colchester, Essex, CO3 3RB

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Safeguarding

St Mary's is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All candidates must be willing to undergo child protection screening.
Please visit www.stmaryscolchester.org.uk/vacancies/ to read our Application & Recruitment process explanatory notes.

Privacy notice

Please read our Privacy Notice for Job Candidates, which can be found at www.stmaryscolchester.org.uk/vacancies/
We respect your privacy and are committed to protecting your personal data. Our Privacy Notice will inform you as to how we look after personal data held by us and tell you about your privacy rights and how the law protects you. It is important that you read this Privacy Notice together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or processing personal data so that you are fully aware of how and why we are using personal data. This Privacy Notice supplements the other notices and is not intended to override them.


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