

ROLE PROFILE

Job Title Mini-bus Driver (Casual)

Reports to Transport Manager.

Job Purpose

The role of the Minibus Driver role is to transport pupils to a range of educational, co-curricular and sporting activities, including outdoor education programmes, climbing events, Model United Nations conferences, competitions and sports fixtures, where a Master is unavailable or not qualified to drive.

Key Tasks and Responsibilities

- Driving the minibus to transport boys to and from Eton to various events in a responsible and competent manner, ensuring the safety of the passengers, other road users and members of the public.
- Responsible for the safety, comfort and welfare of the boys/passengers.
- Ensure that all passengers wear seat belts at all times in accordance with legal and College requirements.
- Carry out appropriate vehicle safety checks prior to every journey and reporting any issues identified.
- Maintain accurate records of vehicle usage and journey details as required.
- Contact the College promptly in the event of delays, disruptions or changes to travel arrangements.
- Record and report vehicle defects, faults, incidents and accidents in the vehicle logbook and notifying the Transport Manager promptly.
- Attend and successfully complete all mandatory and role-specific training.
- Maintain confidentiality in respect of all College-related matters and preventing the inappropriate disclosure of confidential or sensitive information.
- Represent Eton College professionally and courteously when interacting with pupils, parents, staff, officials and members of the public.
- Undertake any other reasonable duties commensurate with the nature and level of the role as may be required from time to time.

All employees of Eton College are also expected to:

- Have a good understanding of safeguarding procedures, given all positions at Eton are classed as 'regulated activity'.
- Demonstrate a commitment to safeguarding and promoting the welfare of children. This includes but is not limited to completing safeguarding training as required and ensuring any safeguarding updates issued by the College are read and understood.
- Understand and comply with procedures and legislation relating to confidentiality.
- Display a commitment to and promotion of equality, diversity and inclusion.

Skills and Competencies Required

Essential

- Full clean and valid D1 driving licence.
- Good standard of spoken and written English.
- Ability to communicate effectively with a wide range of individuals.
- Professional, approachable and customer-focused manner.
- Ability to communicate effectively with children and demonstrate sensitivity to their needs.
- Strong commitment to safeguarding and child welfare.
- Honest, punctual and reliable, with a strong work ethic.

Last Updated: October 2026

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- Flexible approach to working hours and duties.
- Ability to work independently using initiative and sound judgement.
- Ability to work collaboratively as part of a team.

Desirable

- Experience of driving minibuses or passenger-carrying vehicles.
- Experience of working with children or young people.
- Familiarity with safeguarding requirements within an educational environment.
- Basic vehicle maintenance awareness and the ability to identify vehicle defects.
- Knowledge of routes within the South East and surrounding areas.

Working Pattern

- This is a permanent casual role, and therefore the College is under no obligation to provide work or a minimum number of set hours each week. As a member of casual staff, requirements for any services will depend on a varying level of demand. Hours will only be paid that have been actually worked. Exact hours will be discussed and agreed with you by the Transport Manager.
- The hourly rate for the role is of £17 per hour and the holiday pay will be calculated with reference to an entitlement of 5.6 weeks per annum (inclusive of bank holidays).

Disclosure Checks

Eton College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service (including Barred List information), an online search and, where applicable, Prohibition checks. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as “spent” under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College.

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