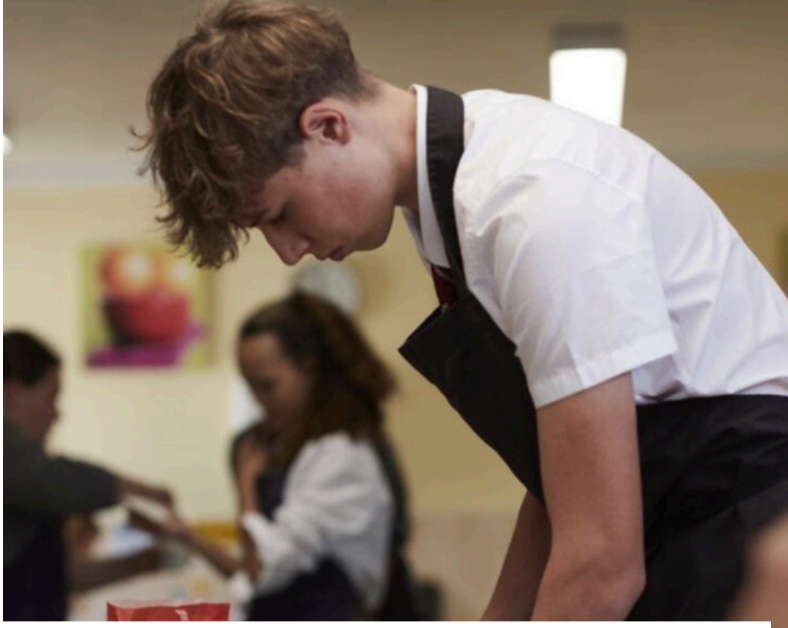





GREAT BALLARD

Appointment of Minibus Driver






Information for candidates

Our Vision

When Ivor Poole established Great Ballard in 1923 he made a promise that the school would be different and that courage to stand out from the crowd still energises us more than a century later. The school maintains a proud reputation for academic excellence, for music, for the arts and for sport, but, above all else, Poole wanted everyone to be cared for and treated fairly, and it's a principle that still guides us. Great Ballard is a family in which everyone matters and no one is invisible. It is a school that cares, a school built completely around its pupils, a school with a heart.

While Poole's principles remain unchanged, the world beyond school refuses to stand still. Our duty to equip young people for an unpredictable future has never been more apparent. Our curriculum is broad, forward thinking and outward facing and we encourage pupils to look beyond our idyllic West Sussex bubble and to develop the skills required to adapt to change and genuinely make a difference in their worlds. We focus on leadership, problem solving and communication while covering a broad range of traditional subjects. But we also nurture a special passion for technology, computer science and communication skills which we champion without ever compromising the highest standards of literacy and numeracy. We see unique potential in all our children and support them to become the very best versions of themselves.

We deliver a 2-16 education. Our educational approach is built around the 4Hs (Head, Hand, Heart and Health) with an ethos rooted in building the strongest relationships and on empathy and respect. Our young people recognise a need to be role models but also to lift others, to serve and to give.
We are delighted that our May 2026 ISI inspection found us to have a "significant strength" in belonging. A very rare accolade that recognises our strong sense of community that helps every child flourish.

We love to take education beyond the classroom making the most of our wonderful location and prioritising creativity, teamwork and pupil well-being. While we celebrate achievements right across the co-curricular range, we also acknowledge the value of the arts and exercise in shaping happy, healthy and resilient young lives.



An Exciting Future

Great Ballard's spectacular site spreads from the main building, where our senior classrooms can be found, down to our Pre-Prep hub, Prep courtyard and specialist Science cookery and art centres. Outside we enjoy 30 acres of playing fields and woodlands as well as our own swimming pool and outdoor learning hub. Over the past 5 years the school has tripled in size, expanding from Year 8 up to Year 11 and welcoming an influx of new families across the school.

The school is on an exciting journey and keen to make it with a team who are looking for something fresh, something different and something special.

The 4H Approach

HEAD

Ambitious, tailored teaching focusses on individual progress and encourages intellectual curiosity and future-ready problem solving

HEART

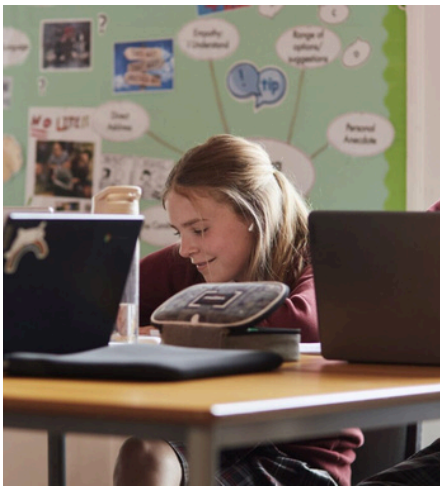
Practical approaches to learning embed collaboration, creativity and communication and foster a diverse range of real world skills

HAND

Empathy and service foster a sense of belonging and self-worth, inspiring students to lift others and lead positive change

HEALTH

Mental and physical wellbeing provide the foundations for confident, spirited learning and vigorous, constructive lives







Role Profile

Responsible to: Business Manager

Hours: Monday to Friday, 6.40am until 8.15am, and 5.20pm until 7pm. Total of 14 hours 35 minutes per week, term time only. Please note that there is no evening minibus run on a Wedensday evening.
Overtime may be available on occasion but is not guaranteed.
Start date: As soon as possible
Salary: £12.75p per hour.
We will consider a job share for this role.

We are currently recruiting a reliable and safety-focused School Minibus Driver to support the daily transport of students from designated collection stops to school, in and around the Worthing to Eartham area. This role involves collecting the minibus each morning, driving to Worthing where the bus route starts and collecting the registered pupils from the designated pick-up stops and driving them to school for the start of the school day at 8.15am. In the evening, pupils are driven back to Worthing and dropped at their designated drop-off location to meet their parents.

Role Responsibilities

Safely operate a school minibus on designated routes.
Ensure the safety, wellbeing, and appropriate supervision of students during transport.
Carry out basic safety checks on the vehicle before each shift.
Maintain a professional and friendly manner when interacting with staff and students. R

Requirements

Enhanced DBS. This will be completed by the school upon appointment.
Clean and current driving licence.
Willingness to complete Safeguarding Training.
Good communication skills, reliability, and a caring attitude towards young people.
Experience of working with children or in a school transport role is desirable but not essential.

Safeguarding

In addition to and alongside the above, all staff are expected to:
· Comply with safeguarding policies, procedures and the employee code of conduct.
· Demonstrate a personal commitment to safeguarding and pupil/colleague wellbeing.
· Ensure that any safeguarding concerns or incidents are reported appropriately in line with policy.
· Engage in safeguarding training when required.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Terms & Benefits

- Open and flexible membership of the Great Ballard Group Pension Scheme which includes 4 time life assurance, income protection insurance plus optional salary exchange.
- On-site parking and lunches during term time.
- Employee Assistance Programme and other wellbeing initiatives in place.

Applications

Interested candidates are invited to contact Jacqui Whall to arrange a confidential discussion about the role: j.whall@greatballard.co.uk or call on 01243 814236.

Please email your completed application form and letter (both as PDF files please) to Jacqui Whall, at j.whall@greatballard.co.uk.

The school reserve the right to close this vacancy early should we receive a high volume of applications. We encourage you to submit your application as soon as possible to avoid disappointment.

Safeguarding Statement

Great Ballard School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS clearance.

