LONDON SOUTH EAST ACADEMIES TRUST

CANIDATE PACK

Minibus Driver



Start date:
ASAP

Location:
East Sussex Skills Academy
Down Road
Bexhill
East Sussex
TN39 4HS

Part of

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LONDON SOUTH EAST ACADEMIES TRUST

Our Mission

Passionate about potential, we promise to realise the unique talents and abilities of the children and young people entrusted to London South East Academies Trust.

Ambitious for every child, we will work tirelessly to ensure that progression and their 'next step' is always in reach. We recognise and respect the diversity and strength that our different schools bring to our community, within the school and beyond.

Our mission is to create a network of outstanding schools that:

- Promote excellence
- Celebrate diversity
- Enable personal development and achievement
- Foster social value in their communities



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Our Vision

Our vision is to create a future where every child, in every school, can flourish every day.

- Give all children an inspirational school offer
- Ensure the educational achievement of every child and young person entrusted to us.
- Have a relentless focus on accelerating learning
- Reward ambition and high aspirations through all of our schools
- Maximise the strength of our diversity
- In areas of social and economic deprivation we will improve the life chances of children and young people
- We will actively challenge social inequality
- Create a diverse network of high performing schools



> The Trust's commitment to improving outcomes for some of the most vulnerable children in Surrey has been impressive and continues to make a significant difference enabling these boys to achieve and thrive.

Maria Dawes - CEO, Schools Alliance for Excellence

Job Description

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Job Title: Minibus Driver
Salary: H13 on the LSEAT Harmonised Payscale
Hours Per Week: 30 Per Week
Weeks Per Year: 38 Per Year
Contract: Term Time Only - Permanent
Reporting To: Headteacher and Site Maintenance Lead

East Sussex Skills Academy, Bexhill-on-Sea is looking for a reliable, caring and professional Minibus Driver to join our team as soon as possible.

If you enjoy driving, working with young people and making a positive difference every day, we'd love to hear from you.

You will be responsible for providing safe and reliable transport for our students to and from school and other approved locations. The role is vital in helping our learners access education and supporting their wellbeing through safe daily journeys.

At East Sussex Skills Academy, you'll become part of a supportive team dedicated to helping vulnerable young people succeed. This is an opportunity to play a key role in ensuring students arrive safely, confidently and ready to learn every day.

We are looking to appoint as soon as possible, so early applications are encouraged.

East Sussex Skills Academy is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be subject to enhanced DBS checks and satisfactory references.



Job Description

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Main Purpose of the Role

To provide a safe, reliable and professional transport service for learners attending the Alternative Provision, ensuring that students are transported securely to and from educational settings, alternative venues, work placements and educational visits. The post holder will contribute to the school's safeguarding culture by promoting pupil welfare, maintaining high standards of health and safety, and supporting vulnerable children and young people, many of whom may present with social, emotional and mental health needs (SEMH), behavioural challenges or additional vulnerabilities.

Key Responsibilities

Safeguarding and Student Welfare

- Safeguard and promote the welfare of all children and young people in line with Keeping Children Safe in Education (KCSIE) and the school's safeguarding policies.
- Maintain professional vigilance and report any safeguarding concerns immediately to the Designated Safeguarding Lead (DSL) or Deputy DSL.
- Support safe transitions to and from school, recognising that transport arrangements may present safeguarding risks.
- Build positive, professional relationships with students while maintaining appropriate boundaries at all times.
- Monitor student wellbeing during journeys and report concerns regarding attendance, welfare, behaviour or wellbeing.
- Follow school procedures for managing missing students, late collections, incidents or emergencies.

Transport and Student Supervision

- Transport students safely, courteously and efficiently between home, school and other approved locations.
- Ensure all students travel safely using seatbelts and follow transport expectations.
- Promote positive behaviour during journeys and de-escalate situations calmly and professionally in accordance with school behaviour policies. • Maintain appropriate supervision of students while entering, travelling in and exiting the vehicle.
- Ensure accurate registers and records are maintained for pupils transported.
- Liaise effectively with parents/carers, school staff and external agencies where required.

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Health and Safety

- Conduct daily vehicle safety inspections and complete required documentation before and after journeys.
- Ensure the vehicle remains roadworthy, clean, secure and appropriately fuelled.
- Report defects, maintenance issues, accidents, incidents or concerns promptly.
- Comply with all road traffic legislation, health and safety requirements and school policies.
- Undertake risk assessments and follow agreed control measures for transport activities.
- Support safe evacuation procedures and respond appropriately during emergencies.
- Follow manual handling, lone working and educational visit procedures where applicable.

Compliance and Professional Responsibilities

- Hold and maintain the appropriate driving licence, qualifications and permits required for minibus operation.
- Attend mandatory safeguarding, health and safety, first aid and behaviour management training.
- Maintain accurate records relating to vehicle checks, incidents, accidents and transport logs.
- Act as a positive representative of the school within the community.
- Promote equality, diversity and inclusion, treating all pupils with dignity and respect.
- Undertake any other duties commensurate with the grade and responsibility of the post.

Safeguarding Statement

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to enhanced DBS clearance, appropriate vetting checks and satisfactory references.

Ofsted-Aligned Expectations

The post holder will contribute to:

- A strong safeguarding culture.
- Safe attendance and transition arrangements.
- Positive behaviour and attitudes.
- Pupils' personal development and wellbeing.
- Effective health and safety practices.
- Inclusive provision that supports vulnerable learners to engage in education.





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Our Values

SUCCESS
Success is for all. We create a culture of continuous improvement, encouraging all learners and staff to strive to be better, and succeed.

TEAMWORK
We work together to maximise the talent and abilities of all, with our learners central to every choice we make.

ACHIEVEMENT
We have ambition for our learners and staff so that they can achieve and exceed with courage, resilience and determination, realising their own unique potential

RESPECT
We empower our learners and our staff to be respectful, to value diversity and to maximise this as a talent and strength.

SERVICE
Our purpose is to serve our learners and our communities. Leaders at every level serve with integrity, ensuring our learners achieve and progress in society.

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Person Specification

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Specification	Desirable	Essential
Qualifications		• Full UK driving licence with entitlement to drive a minibus (D1 entitlement or eligibility under current legislation). • Clean driving record or acceptable number of penalty points. • Willingness to undertake Minibus Driver Awareness Scheme (MiDAS) training and other relevant training.
Knowledge		• Understanding of safeguarding responsibilities when working with children and young people. • Knowledge of health and safety requirements relating to passenger transport. • Understanding of professional boundaries and confidentiality. • Awareness of the needs of vulnerable learners and those with SEMH needs.
Skills and Experience		• Experience of driving passengers safely and responsibly. • Ability to remain calm under pressure and deal confidently with challenging situations. • Effective communication skills with students, parents/carers and colleagues. • Ability to maintain accurate records and complete required documentation. • Ability to work independently and exercise sound judgement.

Person Specification

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Specification	Desirable	Essential
Personal Qualities		• Reliable, trustworthy and punctual. • Calm, patient and resilient. • Professional and approachable manner. • Commitment to safeguarding and promoting the welfare of children. • Ability to maintain confidentiality and demonstrate integrity. • Flexible and adaptable in responding to operational needs.
Other	• Previous experience working within a school, alternative provision or youth setting. • Experience transporting children or vulnerable individuals. • First Aid qualification. • MiDAS qualification. • Experience supporting pupils with SEMH, SEND or behavioural needs.	



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How to apply

If you wish to discover more about this exciting opportunity, request a copy of this candidate pack or an application form please contact:
Isabel.Murphy@lsec.ac.uk or
Jasmine.Cox@lsec.ac.uk

Closing Date: 2 December 2026

Interviews: Week commencing 7 December 2026



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