



FARLEIGH

Minibus Driver and Maintenance Assistant Candidate Information Pack

Part-time, Term time only

Permanent

Starting in September 2026

(or as soon as possible thereafter)



Head's Welcome

Welcome from Fr Simon Everson, Headmaster

Thank you very much for your interest in the position of Minibus Driver and Maintenance Assistant at Farleigh School.

Farleigh has grown over the last decade into a school of which we are very proud, with around 430 boys and girls, aged 2 to 13. It is a wonderful environment in which to work with each and every member of staff playing their part in ensuring we have happy and energetic pupils. It is a magical place to be.

We have great colleagues and we are aspirational in seeking the very best for the young people in our care across the whole spectrum of school life. We enjoy their company and prepare them for an exciting future, encouraging them to be engaging, warm and thoughtful in the years to come. We are also extremely fortunate to have an incredibly loyal parent body who support and encourage us in so many ways.

I hope that you enjoy finding out a little bit more about us and the role of Minibus Driver and Maintenance Assistant.

If you would like an informal discussion about the position, please call Deborah Jones, the HR Advisor, on 01264 710766.



About Farleigh

Farleigh School is a highly successful and vibrant co-educational prep school and nursery for boarders and day pupils, aged 2 to 13, based in the beautiful Test Valley of Hampshire and set in 70 acres of open parkland and landscaped woodland. We are just off the A303, close to Andover, Stockbridge, Salisbury and Winchester.

A leading Catholic school which welcomes all faiths, or none, Farleigh combines excellent teaching, modern facilities and countless opportunities for children to grow in confidence and discover their talents.

Farleigh is committed to providing the very highest standard of teaching and pastoral care to ensure that every child is well looked after, happy and fulfilled. The school is aspirational in seeking the very best for the young people in its care and pupils go on to a wide range of leading senior schools.

At Farleigh, we pride ourselves on our team of skilled and dedicated staff. Each member plays a vital role in the running of the school and in creating a warm, friendly atmosphere for pupils and parents.

Farleigh School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment will be subject to the relevant safeguarding and background checks, including an enhanced DBS check and references.

Our Location & Surrounding Area



Farleigh School

Red Rice

Andover

Hampshire

SP11 7PW

www.farleighschool.com



Minibus Driver and Maintenance Assistant

Farleigh School seeks to appoint a reliable and dedicated individual to join our Maintenance Team. The role involves providing a safe and efficient minibus service for pupils during term-time, as well as supporting the Team with general maintenance and locking-up duties.

We are seeking an individual to work 20 hours a week, Monday to Friday, during term-time:

- Essential: 4.30pm - 8.30pm (5 x 4 hours = 20 hours)
- Optional: 6.30am - 8.30am (5 x 2 hours = 10 additional hours)

The ideal candidate will have:

Essential

- Full UK driving licence
- Effective verbal and listening communications skills
- Appropriate writing skills to complete and maintain daily records
- Ability to work well with others and independently when required
- A professional and courteous manner and approach when working with others
- An understanding of and a commitment to safeguarding

Desirable

- D1 on driving licence (ie can drive a 17-seater, 3.5T minibus)

Job Description: Minibus Driver & Maintenance Assistant

Responsible to: Maintenance Manager

Purpose of the job: To provide safe, reliable and efficient minibus services for pupils to and from school. Assisting the Maintenance team with general duties, helping to maintain a safe, well-presented, and functional school environment.

Particular Tasks & Responsibilities:

- Driving school children to and from school in the school minibuses
- Pick up and deliver students and staff as per a set schedule
- Basic cleaning and maintenance of the school minibuses
- Site maintenance duties and first line repairs
- Conduct the evening school lock-up routine as part of a roster within the Maintenance Team
- Collecting materials and goods
- Manual handling i.e., moving furniture and goods around the site
- Operate the school minibus in a safe and efficient way according to all relevant legislation, policies and procedures
- Monitoring school vehicles, to include performing daily safety and maintenance checks Advise the Maintenance Manager of any requirements for maintenance or repairs of vehicles
- Any other duties which may be assigned commensurate with the post and in keeping with the nature of the prep school environment

This job description will be reviewed 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.



Salary, Benefits & Application Process

The successful candidate will receive a remuneration package which includes:

- a competitive salary based upon skills, experience and qualifications at the time of appointment
- membership of the school's pension scheme
- membership of the school's Life Assurance scheme (3x salary) and Income Protection scheme
- access to Help@Hand Employee Assistance Programme and shopping discounts
- free school meals during term time
- professional development support and opportunities
- free car parking
- supportive colleagues and an outstanding working environment
- a beautiful setting in which to work
- access to staff social events

To apply for this position, please complete the support staff application form and return it to Deborah Jones, the HR Advisor at hr@farleighschool.com as soon as possible.

Applications will be accepted until the position is filled, therefore early application is encouraged. **Farleigh School reserves the right to appoint at any time in the recruitment process.**

Safeguarding:

Farleigh School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant(s) must be willing to undergo appropriate Child Protection Screening, including references from past employers and an enhanced DBS disclosure.

Equal Opportunities:

Farleigh School is a co-educational organisation that believes strongly in equal opportunities for all.