



# Vacancy for an Assistant Minibus Administrator/ Relief Driver (term time only)

Required for an Immediate Start  
£15.69 per hour

We are looking to recruit a committed, reliable and experienced driver and administrator to join our dedicated team of minibus drivers. This dual role comprises of providing the school with an effective and efficient minibus service to our pupils and parents and also to shadow the current administrator, to learn about the day-to-day organisation of the minibus service with a view to taking over the role in the future. This would include ensuring the safe, efficient and compliant operation of the fleet, arranging servicing and inspections, co-ordinating the routes for our drivers.

As part of our team, we would like relief drivers who we are able to contact, sometimes at short notice, to work adhoc shifts when needed, as well as covering both planned absences and staff sickness.

Our minibus drivers work two shifts; the morning shift is 6.30am - 8.30am and the evening shift is 3.30pm - 5.30pm during term time. Our relief drivers could be asked to cover either shifts or both.

There may be scope to cover airport runs and drive for our co-curricular activities delivered through our Floreat programme.

The successful candidate will:

- Have D1 on their Driving Licence
- Have strong administrative and organisational skills
- Have excellent communication and interpersonal skills with pupils, staff and parents
- Collect and drop off pupils safely on school runs
- Be available for occasional educational visits
- Be available to work and cover planned absence and sickness

We can offer:

- Supportive team of colleagues
- Excellent continuing professional development
- Training will be provided including taking the Kent Minibus test

We would encourage early application as ideally, we would like to appoint before the closing date.

**The closing date for applications is Sunday 15 June 2025**

Further information and an application pack is available on the School website: [www.farringtons.org.uk](http://www.farringtons.org.uk)



Farringtons School is set in 25 acres of beautiful grounds, close to London. We provide an excellent academic and supportive day and boarding environment for girls and boys age 3 -18

The School is a member of MIST (Methodist Independent Schools Trust)

The School 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 checks with past employers and enhanced disclosure through the Disclosure & Barring Service.

