



Job Description – Driver

Background

Hurstpierpoint College is a successful independent school, and a significant medium-sized enterprise in mid- Sussex with around 470 employees and a turnover of some £30 million pa. It is both a stimulating and a pleasant place in which to work.

The College is amongst the most successful independent schools in Sussex. It is co-educational and comprises a Senior School, Senior Prep School, and Junior Prep School with over 1,300 pupils in all. Over half the pupils in the Senior School are weekly or flexible boarders.

Principal Duties & Responsibilities

Responsible, under the direction of the Transport Manager, the driver is responsible for driving the minibus primarily in the mornings and evening, during term times.

Key tasks

- To ensure all pupils are collected/dropped off according to the passenger schedules on the Driver App.
- To report any problems with vehicles or passengers to the Transport Manager and via the Transport App.
- To occasionally take on other driving duties to suit the College and Driver.
- To perform other such duties as may be reasonably requested by the Transport Manager or Management of the College.

Experience, Skills & Attributes Required

- Possession of a D or D1 driving licence.

Outline Terms & Conditions

- Hours of work available are Monday to Fridays: 6.00 am to 8.30 am, or 5.45 pm – 8.00 pm term time only- 34 weeks p.a. Additional hours during and outside of term time are also available.
- Plus additional weekend hours may also be available.
- Hourly Pay: £13.11 per hour (inclusive of holiday pay) – contracted or hourly paid roles available.

An offer of employment will be subject to satisfactorily meeting the College's employment checks – Disclosure and Barring Service (DBS) check, health assessment, references, qualifications and legal entitlement to work in the UK.

To apply for this position, please send a completed application form to: jobs@hppc.co.uk or
Human Resources
Hurstpierpoint College
Hassocks
West Sussex
BN6 9JS