



## Job Description – Driver

### Background

Hurstpierpoint College is a successful independent school, and a significant medium-sized enterprise in mid- Sussex with around 490 employees and a turnover of some £35 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: £14.00 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: [recruitment@hppc.co.uk](mailto:recruitment@hppc.co.uk)

or Human Resources  
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