



WINDERMERE SCHOOL

FOUNDED 1863

CANDIDATE INFORMATION

Part-Time Driver



About Windermere School

Windermere School is a highly successful and ambitious school, recognised as the only non-selective school among the top 10 independent schools in the North West of England. Following a very positive ISI inspection report, we are now looking ahead with confidence to the next stage of our development.

Set on a hillside overlooking Windermere and the mountains of the Lake District National Park, the school enjoys one of the most beautiful locations of any school in England.

We are a determined, friendly, adventurous and hardworking community, with a strong sense of purpose and a clear commitment to placing pupils at the heart of everything we do. If you are looking for a school that combines ambition with warmth, and high expectations with genuine care, Windermere may be the right place for you.

With a strong focus on wellbeing and a broad curriculum rooted in the shared values of the International Baccalaureate and Round Square, the school offers a distinctive and highly attractive education.

Windermere is a busy, thriving community, supported by excellent, committed and skilled teaching and operational staff. We look forward to receiving your application.

Staff Benefits

- Generous private pension scheme.
- Seventy percent remission on school fees.
- Free meals whilst on duty, including daily three course lunch.
- Independent staff support line, including access to counselling.
- Staff discount at local gym and pool.

SUMMARY OF THE ROLE

Job Title

Part-time driver

Accountable To

The member of staff is ultimately responsible to the Transport Coordinator

Position Type

Permanent Part Time- 34 weeks per year. Core hours will be term time 07.00am to 08:30am Monday to Friday, and 17:30pm – 19.00pm Monday to Friday, with further hours on a casual, relief basis. £12.71 per hour

Closing Date

Applications should be received by **midday, Monday 10 August 2026** We reserve the right to interview sooner.

Job Overview

Drivers are accountable to the Transport Coordinator and work closely with the School staff, maintenance contractors, parents and students.

Windermere School takes pride in the quality of the education, opportunities and facilities available to students. The efficiency of its transport service for students, staff and visitors is extremely important and plays an important part in attracting and retaining students. School transport is “high-profile” and so the appearance of vehicles and the behaviour and appearance of drivers will help determine how the School is judged – they should set a good example at all times.



JOB DESCRIPTION

PURPOSE

To provide a daily, evening transport service for pupils from Windermere School's Browhead Campus to Kirkby Lonsdale, via Crooklands.

- To provide transport services and supervision of pupils to Manchester and Liverpool airports on travel days, at the ends of each half term.
- To provide a flexible response as a driver, when needed, to provide transport services when other staff at the School cannot meet this requirement.
- To be flexible, in terms of routes driven and duties required, as this position is a supporting role that underpins the efficiency and effectiveness of the School's transport provision

DUTIES

If available, to undertake irregular transport requests as necessary, including transport of students to various destinations (e.g. swimming, sports fixtures, etc), transporting students and visitors to/from the Airport (usually Manchester or Liverpool).

The post-holder must:

- Keep a daily record of students on board the bus and submit this to the Transport Manager who maintains a record of the student transport service. This is done in a digit format.
- Comply with the School's current Transport Policy.
- Drive safely and carefully, complying at all times with the Highway Code and road traffic regulations.
- Ensure that vehicles are fuelled and inspected routinely before use for safety, defects and appearance.
- Ensure driver log sheets are filled in correctly and that any defects are reported.
- Be mentally and physically fit to drive – if in doubt, the post-holder should not drive.
- Drivers are required to undertake and pass a DVLA medical prior to appointment and periodically there-after.
- Drivers are to complete, and pass, a school drivers competency test bring to transporting students.
- Report to the Transport Coordinator any alteration made by the Police/DVLA to his/her driving licence, including any driving offences and alterations to the class of vehicle that he/she is licensed to drive
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CHILD PROTECTION RESPONSIBILITIES

The post-holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School's Child Protection Officer.

Windermere School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

QUALIFICATIONS AND KEY PERSONAL QUALITIES/SKILLS

- A fully qualified, safe, careful driver with a clean driving licence, including Category D1 (able to drive minibuses).
- Diligent in attending training related to this position.
- Punctual and hardworking.
- High personal standards of work, behaviour and appearance.
- Common sense and initiative.
- Polite, a sense of humour and the ability to cooperate with a wide cross-section of people.

HOURS OF WORK

- Part-time employment, term-time only (34 weeks per year).
- Core hours will be term time 07.00am to 08:30am Monday to Friday, and 17:30pm – 19.00pm Monday to Friday, with further hours on a casual, relief basis.
- Public holidays which fall within term time are normal working days and will be paid at the normal rate of pay. There are usually one or two of these each year.
- Six hours (variable times) for 12 days per year at the start and end of each term.
- Airport runs and overtime will be paid at standard rate, unless eligible for anti-social hours enhancement. This is for hours between 12.00 midnight and 6.00am and will be paid at double time of standard rate.
- Part-time and Relief Drivers are expected to attend training courses/sessions (eg driver competency training) when necessary, for which they will receive their hourly rate of remuneration.
- The post-holder is expected to be flexible and work some additional hours in the school holidays if required.

- Relief driving is by mutual agreement, depending on the School's requirements and the availability of the Relief Driver.

REMUNERATION

- This position is remunerated at a rate of £12.71 per hour. Salary is reviewed annually, with any a mini-mum wage alteration introduced from 1st April 2026.
- The Part-Time Driver is entitled to 25 working days' paid holiday and 8 paid public/bank holidays (pro-rated for part-time working) per year, by agreement with the Transport Coordinator. The school is closed to all staff between Christmas and the New Year, with this period of leave being deducted from the annual holiday entitlement of full-time staff.
- The part-time term-time only salary is £12,283 and is based on 25 hours per week for 34 weeks per year, with 6.6 weeks' holiday per year prorated for part-time working. (See option to work additional hours at same hourly rate, below).
- School Sick Pay. During the first and second years of service, a maximum of two weeks per year. During the third and subsequent years of service, a maximum of four weeks (prorated for part-time employment).
- Lunch, taken in the Dining Room when on duty, is free during term time. The lunch break is unpaid.
- A 70% school fee concession (reduced pro-rata for part-time staff) is available to employees.
- In the case of part-time employment, the employee will be remunerated pro-rata.

MISCELLANEOUS

The post-holder must be prepared to operate from and visit both sites: Windermere School and Hodge Howe Water Sports Centre, and to visit a wide variety of locations in the course of their duties.

SAFEGUARDING RESPONSIBILITIES FOR ALL STAFF

The post-holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the school's Designated Safeguarding Lead.

Windermere 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 School operates a No Smoking and Vaping policy within its buildings and grounds.



WINDERMERE SCHOOL

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