Blanchelande College

MINIBUS DRIVER

(part time; ad-hoc)

APPLICATION PROCESS

Closing date for applications is 5pm Wednesday 9th December 2026.

Applications should be sent to:

Mrs Alexa Yeoman, Principal:
Email recruitment@blanchelande.sch.gg

Applications for this post should consist of:

- A letter of application stating how you believe you meet the criteria for this role.
- A completed application form.
- *Optional*: an up-to-date copy of your C.V.

We will assume that you are happy for us to take up references straight away, unless you state otherwise on your application form.

After short listing, the selection process will then normally include:

- A tour of the College.
- Interview, including Safeguarding, with the Principal and Office Manager.

The Contract

The position of Minibus Driver is part time (ad-hoc), and remuneration will be in line with the States of Guernsey pay scale.

Blanchelande College is committed to safeguarding and promoting the welfare of young people. The successful candidate will be required to satisfy our standard employment checks, including the completion of a DBS Enhanced Disclosure check.

If you have any further questions or need any clarification, please contact the Principal's P.A., Mrs Tracy Feehan.

Tel 01481 237200 Email feehant@blanchelande.sch.gg

Blanchelande College

JOB DESCRIPTION

MINIBUS DRIVER

(part time; ad-hoc)

Purpose of the role

Reporting to the Office Manager, the Minibus Driver will be responsible for driving the College minibus as and when required.

Key responsibilities

These include but are not limited to the following:

- Transport children in the College minibus either as part of the daily shuttle service or on trips and events as required.
- *D1 licence required and support in gaining this may be provided.*
- To be fully supportive of the Catholic ethos and aims of Blanchelande College.

Flexibility

This job description reflects the main responsibilities of the post. However, the post holder should be willing to undertake any other reasonable duties as required by the Principal. The particular duties / responsibilities listed here may be reviewed from time to time at the request of the Principal or post holder as circumstances make necessary.

(For completion upon appointment:)

I hereby confirm acceptance of the above:

Name: .....

Signed: .....

Date: .....