



THE MEAD SCHOOL

ROYAL TUNBRIDGE WELLS

Our School

The Mead School is a co-educational prep school for circa 235 pupils, situated in the heart of Tunbridge Wells, approximately 400 metres from the historic Pantiles.

The school is a true community; sited in a large Victorian villa which has undergone vast physical changes and additions to accommodate the numbers and the requirements needed to provide a first class education for the twenty first century. It is run as a large family living under one roof. A child who is happy and secure in school is one who is going to learn, thrive and aspire. School must be an exciting, fulfilling and safe place where every day, whether you are aged three or eleven, is a new adventure and positively anticipated.

The Opportunity

We are seeking a reliable, friendly and safety-conscious driver who holds a category D (PSV) licence and valid Driver Qualification (CPC) card. A valid digital tachograph card would be desirable, but can be provided

Hours, Salary & Benefits:

Up to 30 hours per week, term time only (approx 34 weeks) (Monday-Friday)

The fully qualified hourly pay rate is **£14.46** per hour.

You will be responsible for transporting pupils on various trips, ensuring their journey is safe, comfortable, and punctual.

Benefits:

- Supportive and friendly working environment
- School holidays off
- Uniform provided
- 5% employer pension
- Shopping discount card
- Means tested staff discount
- Complimentary lunch, where possible
- Access to the group's counselling scheme
- Personal accident at work cover

Key Responsibilities:

- Safely operate a PSV vehicle on designated school trips, sports fixtures and school events
- Carry out daily vehicle checks and report any maintenance issues
- Maintain accurate records of journeys and mileage
- Provide a welcoming and professional service to pupils, parents, and staff
- Ensure compliance with all relevant safety and safeguarding procedures

What We're Looking For:

- A valid PSV (Category D) licence and Driver CPC qualification is desirable although training will be provided to right candidate
- A strong safety record and commitment to passenger welfare
- Excellent timekeeping and reliability
- Friendly, approachable manner with good communication skills
- Previous experience in a similar role is desirable but not essential

Application & Important Info

We reserve the right to close applications early due to high application numbers, so early application is encouraged. Please submit an [online application form](#).

Interviews will be held as applications are received.

Applicants should complete the school's application form and submit by email to the School Business Manager - manager@themeadschool.co.uk

Key Information

The post holder's responsibility for promoting and safeguarding the welfare of children and young person's 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 Staff Behaviour 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 Headmaster or Designated Safeguarding Lead.

The Mead School is an equal opportunities employer and welcomes applications from all backgrounds. Appointments will be made solely on merit and will be made without regard to age, disability, gender, nationality, race, colour, ethnicity, or religion.

An enhanced DBS disclosure and references will be required for this post.

An enhanced DBS disclosure and references will be required for this post.