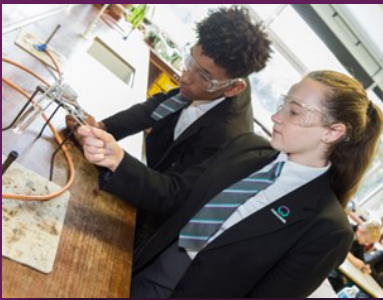




# Oldbury Wells Oldbury Wells School

## Applicant Information Pack



## Casual Minibus Driver

ENJOY | ASPIRE | ACHIEVE



# Letter from the Headteacher

Thank you for your interest in Oldbury Wells School. I am delighted to welcome you to our thriving and successful school, a place where excellence, growth and opportunity come together

Oldbury Wells is a school where every student is known and valued. We are a co-educational secondary school with approximately 160 students in each year group. Our size strikes the right balance - providing extensive opportunities while maintaining a close knit community. This allows us to offer a rich and varied curriculum, a wide range of enrichment activities and tailored support for every learner. We have the capacity to stretch the most able and provide focused assistance to those who need it most, ensuring every student can thrive.

We are proud to offer a high-quality education that is both traditional in its values and forward-thinking in its approach. Our students benefit from a broad and balanced curriculum, enriched by a wide range of extra-curricular activities, trips and visits that help bring learning to life..

With a growing array of partnerships with outstanding institutions - such as Eton College (Windsor), Performers College (Birmingham) and the Royal Air Force - we provide students with unique opportunities that broaden horizons, build character and inspire excellence both inside and beyond the classroom.

Students are encouraged to explore their interests and discover future pathways from an early stage, supported by specialist teachers with deep subject expertise. This enables us to deliver a high-quality academic education in which students flourish.

Oldbury Wells is part of a flourishing academy and the founding school of the TrustEd Schools Partnership which currently comprises five secondary and four primary schools. All our partner schools work closely together to support professional development opportunities which ensure all members of the team are able to develop within their role. At the centre of our work is quality and inclusive education for students of all abilities.

We are located just 20 minutes from the West Midlands conurbation where we enjoy a small town location in Bridgnorth within easy reach of the Birmingham and Telford areas.

At Oldbury Wells, we aim to inspire every child to achieve their very best, promoting hard work, enjoyment and a love of learning within a nurturing environment. Our core values - **Aspire, Enjoy, Achieve** - are woven throughout our school culture and we look forward to welcoming you and sharing all that Oldbury Wells School has to offer.

**Mr Adam Walker**  
Headteacher



# Our Vision and Values

Our School is alive with learning, ensuring everyone continually improves to be the best they can be while developing individual interests and talents.

We aim for all our young people to further gain in confidence and **ASPIRE** to make the best progress in all they do within a safe, caring and supportive environment. Our school has high expectations and high levels of achievement and ensures **ENJOYMENT** is at the heart of all our work.

We provide high quality experiences through an exciting curriculum and extensive wider opportunities, ensuring our school is a great place to be and a great place to learn.

We are relentless in celebrating everyone's **ACHIEVEMENT** in all aspects of their academic and personal development, ensuring each student is fully prepared to move forward when taking their place in today's diverse society.

We value our traditions and encourage our students to have the highest expectations of themselves and others; our dedicated staff work in support of every individual to help them achieve their ambitions.

Our Ethos is built around three core principles - **ASPIRE**, **ENJOY**, **ACHIEVE** which are promoted through what we call the **Oldbury Wells Way**.



# Introducing our Trust

TrustEd Schools is a family of nine schools: four serving the area around the market town of Bridgnorth, two around Church Stretton and three around Shrewsbury.

**Oldbury Wells School** is the founding school in our Trust, founded in Summer 2015; **Alveley Primary School** joined the Trust as a sponsored school in 2016. Since this time the school has gone from strength to strength and it secured one of the very first Ofsted 'good' judgments under the new framework. **St Leonards CE Primary School** joined us in 2016 at which point the Trust changed its status and we became 'mixed MAT'. This means we can have both secular and Church of England schools in our family and our MAT now has a Church of England Articles of Association. We are proud of this inclusivity, and we cherish this variety. **Castlefields Primary School** also joined the family of schools in 2016. **Church Stretton Secondary School** joined us in 2019 along with **Stokesay Primary School**, situated nearby in Craven Arms. Stokesay was also a sponsored school, but is now a very strong school, with a good Ofsted judgement and they enjoy top place in the Shropshire Performance Tables for progress. In 2022 **Meole Brace Secondary School**, **Belvidere Secondary School**, and **Mary Webb Secondary School** joined our Trust.

Our Governance has two tiers. The Trust Board (and its committees) has the overarching responsibility for governance of the Trust and each school. Each school also has delegated powers to their Local Governing Body. Our Headteachers report to three groups: the Executive Team (led by the CEO), our Trust Board (Chair is Mark Anderson) and their own Local Governing Body. At the present time, Belvidere's LGB is supported by the Trust.

As a Trust we support our schools with a helpful suite of central services which has its offices at Oldbury Wells, Bridgnorth. The team consists of Sarah Godden (CEO), Jo Evans (Deputy CEO, Director of Education and School Improvement), John Parr (Deputy Director of School Improvement) and Gwyneth Evans (Director of Finance), along with a central admin team who all support in the core aspects such as finance, HR, and premises. Each Headteacher retains leadership and responsibility for these areas but is supported in these tasks by the trust. As a result of this approach all our schools continue to develop and improve under their Headteacher's leadership, and each enjoys healthy finances. HR is run through our Trust, as the employer of all staff our schools, including of course Headteachers.

Our schools are also supported by a central service for education and governance. Sarah Godden, supported by Nicky Murray who is our Trust's Clerk, leads this joint work. We employ a School Improvement Advisor and three of our Team are Ofsted inspectors, which is most helpful. We work in a consistent way on several key education processes, such as Ofsted preparation and improvement planning. Each headteacher retains leadership and responsibility for education in their schools and as a result each school continues to retain their uniqueness.

**For more information see:** [www.trusted-schools.com](http://www.trusted-schools.com)



## Vacancy: Casual Minibus Driver

Oldbury Wells School are seeking to appoint a reliable, flexible driver to join our school transport team. The main responsibilities of the role will be in transporting our students to and from school, sports fixtures and school trips.

The number of hours will vary, and on occasion, short notice may be required. Our ideal candidate will have experience of driving a minibus, perhaps in a school setting. Other than driving the minibus, you will be responsible for carrying out pre and post journey vehicle checks, keeping the vehicle clean and tidy, refuelling the vehicle and assisting and supervising the students.

You will need to have a full clean UK driving license with Category D1 entitlement, which will need to be evidenced as part of the recruitment checks and you will also be expected to complete a practical driving assessment, study the Driving a Minibus manual and Highway Code. In order to become a registered driver, the successful candidate will need to have a medical to assess fitness to drive.

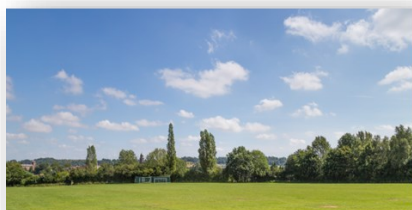
Oldbury Wells School is committed to safeguarding and protecting the welfare of children and young people and therefore expects all staff to share this commitment. All appointments are subject to a satisfactory DBS check, pre-employment and online checks. We are committed to broadening our staff diversity to better reflect the diversity of the West Midlands. We are committed to gender equality and to being a family friendly employer. We therefore always consider requests for flexible working and part-time alternatives to full time posts.

If you require any further details please telephone 01746 765454 or e-mail [school@oldburywells.com](mailto:school@oldburywells.com).

**Application Deadline:** 9am on Monday 2nd March 2026\*

*\*Please note, applicants are encouraged to apply early as the Trust reserves the right to hold the interview process early prior to the closing date.*

**Submit applications to:** Nicole Nicholson, School Business Manager at [nicole.nicholson@oldburywells.com](mailto:nicole.nicholson@oldburywells.com)



# Casual Minibus Driver - Job Description

<b>Title:</b>	<b>Casual Minibus Driver</b>
<b>Contract term/type:</b>	Casual
<b>Salary:</b>	Grade 4, SCP 5
<b>Start date:</b>	As soon as possible

## Principal Duties and Responsibilities

- To check their designated vehicle before use, against a predetermined safety checklist, and to return this to the Senior Caretaker every day, with any defaults duly noted
- Transport pupils from designated pick-up points to school in the morning, returning them in the evening on all school days
- Transport of pupils, as requested, on educational visits, trips and/or sporting events. This may sometimes include transporting pupils from other Trust schools and non-Trust schools, from one site to another
- Liaise with parents of the pupils being transported for all general day to day requirements, but referring all matters relating to finance to the School Business and Operations Manager
- Responsible for re-fuelling, maintenance and cleaning of minibuses
- To provide paperwork in respect of extra bus runs for billing purposes
- Carrying out other reasonable duties within the responsibilities of the post and capabilities and training as required as asked by the line manager.

## Health and Safety Responsibilities

- All staff have a responsibility to be aware of, comply and act upon the Health and Safety Policies of school/Trust and undertake risk assessments as appropriate. Full details can be accessed via the staff work area.
- The school is a designated no smoking site, any incidents should be reported immediately.

*The above list is indicative and not exhaustive. The post holder will be expected to carry out any other duties associated with the work of the School as may be directed by the Chief Executive/Head of School, commensurate with the grade of the post. This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the Head of School/Line Manager in consultation with the post holder and if applicable the relevant trade union. In these circumstances it will be the aim to reach agreement on reasonable changes but if agreement is not possible management, the employee and Trade Unions will continue to consult within an agreed time period to seek a reasonable solution to amend and make changes to the job description which are agreeable by both parties.*

*The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check. An online search will be undertaken as part of due diligence checks during the shortlisting process. All support staff posts are subject to the Asylum and Immigration requirements.*

## Person Specification - Casual Minibus Driver

Attributes	Essential (E)	Desirable (D)	Method used to gather information ( A – Application form I – Interview T – Test
<b>Qualifications</b> Full, clean UK driving licence with D1 entitlement. First Aid qualification	E	D	A A
<b>Work or relevant experience</b> Experience of driving larger vehicles or minibuses, ideally within an educational setting Experience with working with children or vulnerable adults Experience with working in an educational setting or other relevant environment	E	D D	A A A
<b>Knowledge and understanding</b> Understanding of safeguarding and child protection.	E		A
<b>Skills and Abilities (relevant to post)</b> Good communication skills and ability to relate well to children, staff, and parents Evidence of working well as part of a team	E E		A & I A & I
<b>Personal Qualities</b> Ability to bring to the role, initiative, enthusiasm, and commitment Flexibility, reliability and punctuality Ability to work independently and responsibly.	E E E		I I I


## Contact Details


Should you require any further information about the school, please visit our website at:

[www.oldburywells.com](http://www.oldburywells.com)

You can also see our latest news via our social media pages:

 Oldbury Wells School

 @oldburywellsschool

 @oldburywells

You can also find details about our Trust at [www.trusted-schools.com](http://www.trusted-schools.com)

We hope that you decide to apply and I look forward to receiving your application.



*Inspiring Education, Inspiring Lives!*





Oldbury Wells  
**Oldbury Wells School**

Bridgnorth, Shropshire  
WV16 5JD

**Tel no.** 01746 765454

**Email:** [school@oldburywells.com](mailto:school@oldburywells.com)



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