



Job Description Confidential

Minibus Driver

Location	Reports to	Hours	Salary
Bore Place, Chiddingstone	Education and Community Director	Part-time, Term Time only Variable, ad hoc hours on a month- by-month rota Morning collections and afternoon drop offs to local primary schools	£17.00 per hour

Mission for the role

Bore Place is set in 500 acres of countryside encompassing an organic market garden, venue, and environmental education centre, as well as programmes providing opportunities for vulnerable and disadvantaged young people. Bore Place is run by the Commonwork Trust, a registered Charity and Company Limited by Guarantee.

We are committed to creating a better future by providing a place that brings sustainability to life and offers opportunities to learn, grow and be inspired.

For nearly 50 years we have worked towards operating as sustainably as possible, whilst engaging and inspiring as many people as possible. From our early commitment to organic farming, and our drive to reduce our carbon emissions by generating our own green energy, to running education programmes for young people who need an alternative learning environment, Bore Place continues to evolve with a green and social agenda. We are determined to play our part in creating a better environmental, social, and economic future and are following our Strategic Plan to do so.

Your role

From 10 November 2025, we are looking for a minibus driver to transport pupils from some of our local primary schools to Bore Place for educational visits.

You must have a minimum of two years' driving experience and be able to work between 8.00 am to 10.00 am and from 2.00pm to 4.00pm, Monday, Tuesday and Friday term time only.

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The successful candidate must hold a PCV licence category D1. It could be an advantage to hold a Driver Certificate of Professional Competence (CPC) and will be expected to complete MIDAS training if not already trained.

There may be an opportunity for some additional hours throughout the year.

Please note, as part of our safer recruitment process, all roles are subject to receipt of a satisfactory references, DBS check and the right to work in the UK.

Direct Responsibilities

Driving Bore Place minibus

Responsible for the safety, comfort and welfare of the children.

Carry out driver's daily and weekly vehicle checks, and to carry out basic maintenance.

Report any vehicle defects, faults, incidents and accidents.

Be responsible for the cleanliness of vehicles, inside and out and ensuring the vehicle is in a clean and roadworthy condition before and after use.

Refuel vehicle as required.

Maintain accurate records of vehicle usage.

Plan alternative road routes to and from school when necessary and keep informed of any change.

Work within health and safety guidelines and other guidelines that may be issued from time-to-time

Work within the constraints and guidelines as set out in the organisation and staff handbook.

To undertake any other associated duties as required by the organisation.

Person specification

We are looking for someone who will undertake the work with enthusiasm, who takes pride in what they do and who will work efficiently and cooperatively with others and enjoys looking after all who visit Bore Place.

Essential criteria

- Hold a current, clean and valid driving licence D1 unrestricted or a PSV licence.
- Capability to maintain accurate vehicle and user records.
- Competent to undertake daily and weekly vehicle checks and carry out basic maintenance
- Pleasant approachable personality.
- Ability to work with young children.
- An ability to communicate with a range of people.
- Ability to work on own initiative and as part of a team.

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- Reliable and trustworthy.
- Honest, sense of responsibility and confidentiality.
- Flexible approach to working arrangements.
- Sensitivity to user needs.
- Willing to undertake training as appropriate.
- Willing to undertake additional training to enhance the services delivered by the organisation.

Useful, but not essential:

- MIDAS trained.

Our Values

Inspire

Inspiring and learning through experience - We inspire people to look after the Earth, enjoy the living world and become guardians of its future.

Regenerate

Regeneration in action - We seek to be a real-life model of regenerative practice and instill this at the core of everything we do.

Collaborate

Making a Difference Together - People and partnerships are at the heart of our organisation. We acknowledge that to achieve real change we need to work with others. This collaborative approach is key to our success.

Be Inclusive

A fair and inclusive environment - We champion and promote inclusion, equality, and diversity always. We aspire to be an organisation where people feel valued and included equally.

Take Ownership

Personal and collective responsibility - Bore Place belongs to us all. Together we care for the land and provide a well-managed, accessible space, rich in wildlife where our values are central to our actions and choices.

Benefits of working at Bore place

- Opportunity to make a difference to the lives of others and see the direct impact of your work.
- 38 days paid holiday a year (pro-rata)
- Life insurance, EAP, pension, staff discounts on courses and food.
- Flexible working approach.
- Coaching and support.
- Opportunity to undertake further learning and training.
- A glorious countryside location.
- Free Parking