



# Tower House School

**Minibus Driver 7-9am  
Monday to Friday  
Term Time only**

**Start date:  
20th April 2026**

**Reporting to  
Head of Facilities**



## Why work at THS

There is a certain magic about Tower House School, palpable on first entry into our wonderful community. As a single form entry boys' preparatory school for 180 boys covering Reception to Year 8, we prepare pupils for the top senior schools in the UK.

We aim to provide academic excellence within a happy, stimulating and rich learning environment, where all boys are cared for and treated as individuals. We seek to give boys time to learn about themselves as individual learners, to develop their skills of thinking, creativity and inquiry. We encourage curiosity, debate and open communication.

We want every THS boy to love being at school! This exciting and stimulating environment is a wonderful place to work and our staff benefit from our cohesive and cooperative approach.

Neill Lunnon, Head



## Location

We are located between Richmond upon Thames and Putney just off Richmond Park in East Sheen.

We are an 8 minute walk from Mortlake train station (zone 3) and are well served by several buses. There is plenty of free street parking on the surrounding roads. The school is a 10 minute walk from Richmond Park and a 5 minute walk from East Sheen high street that has an excellent selection of cafes, restaurants, high street and independent shops.



## **Safeguarding responsibilities**

All adults working at Tower House School should be aware of their responsibility to safeguard and promote the welfare of every pupil, both physical and emotional both inside and outside the school.

This involves ensuring that pupils are protected from significant physical or emotional harm and having a positive commitment to ensure the satisfactory development and growth of the individual.

# What others say about us...



**ISI** Independent  
Schools  
Inspectorate

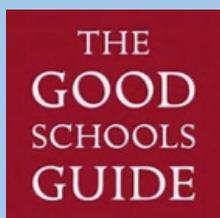
**2023 RATED  
EXCELLENT IN ALL  
AREAS**



*"THS fulfills its aim to nurture academic excellence within a happy, stimulating and rich learning environment"*

*"High levels of achievement are the result of the expert and skillfull teaching"*

*"This all-boys' London prep is a shining example of the way kindness and careful nurturing can shape boys into charming and delightful young men. Pupils' individual needs are at the heart of everything and they're given as many opportunities as possible, from learning how to launch a start-up to exhibiting in the annual art fair."*



*"Parents are delighted with this 'gem of a school' which 'makes every pupil feel valued'. Tower House radiates positivity. Opportunities abound and the school produces happy, erudite boys who are courteous, curious and kind. An impressive list of leavers' destinations testament to a job well done."*



**2025 FINALIST**  
TE Awards  
for Innovation  
in Education





## Seeking the exceptional

Our small team of minibus drivers provide an essential service to pupils who travel from the wider local area into Tower House School each morning. We are looking for a minibus driver who can provide a safe and friendly journey, ensuring the safety and wellbeing of pupils at all times.

The successful candidate will have:

- A full, clean UK driving licence and category B to enable the successful candidate to drive a 16 seater minibus light (Full training is available and a driver assessment will be required)
- A commitment to ensuring all children are driven in a safe and appropriate manner
- Excellent communication skills
- High standard of personal presentation
- Flexible and proactive attitude to work.



## Key responsibilities

- Transport Tower House pupils to school in the mornings from the Richmond area
- Work closely with the other minibus drivers to ensure the welfare of pupils
- Report and child protection concerns to the designated safeguarding lead
- Ensure all boys booked onto the bus are present and advise the school if there are unexpected absences.
- Be aware of boys medical and health needs
- Help to maintain a clean and mechanically sound bus at all times
- Perform inspections of the bus before and after each route
- Ensure any incidents involving the buses are recorded as required
- Obey all traffic laws
- Monitor and maintain high standards of behaviour on the bus in accordance with the pupil behaviour policy, reporting any concerns to the Deputy Head. Enforce the rule that pupils must not eat or drink whilst travelling on the bus. Ensure that the noise level on the bus is low and doesn't distract the drive
- Ensure pupils wear seat belts at all times and help pupils on and off the bus.



## Being part of the THS community

Tower House is a very close knit community and our relationship with our parents, neighbours and local business is vitally important. We expect a candidate to:

- Play a full and committed part in the THS Community
- Attend whole school staff meetings, INSET days, and special events
- Support pupils and colleagues by attending a range of school productions, functions, and charity events
- Cover for absent colleagues
- Attend occasional evening or weekend events.
- Be proactive in matters relating to health and safety
- Have a clear understanding of and commitment to safeguarding and the welfare of children.



## Staff benefits

In our experience, happy staff make a happy school. Our staff are our single biggest asset and the success of our students depends on them, so we take care of and invest in them. A few of the things we offer are:

- Generous pay and contributory pension scheme
- A supportive and open management team
- Free tea, coffee and biscuits throughout the teaching year
- Cycle to work scheme
- Biennial eye test
- Access to an Employee Assistance Programme

We really value our staff and will do whatever we can to meaningfully demonstrate that.

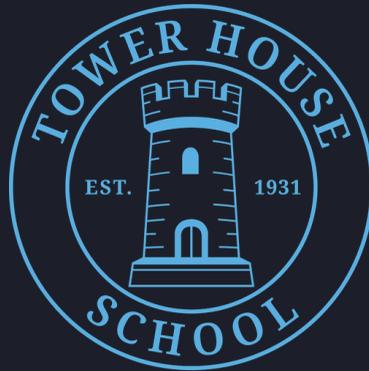


## The application process

Tower House School is committed to safeguarding the welfare of children and expect all staff, volunteers and visitors to share this commitment and work in accordance with our child protection policies and procedures.

All posts are subject to screening appropriate to the post including checks with past employers and the DBS service. The school will undertake online searches on shortlisted applicants and may require applicants to provide details of their online profile, including social media accounts. For details of the checks which will be undertaken as part of our recruitment process, please see our Safer Recruitment Policy which can be found on the 'Come work with us page' of the school website.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Also see our Recruitment Privacy Policy for how your data will be used.



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# TOWER HOUSE SCHOOL

188 Sheen Lane, London, SW14 8IF

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