KOROWAL SCHOOL

Position Description

School Bus Driver

Part-Time Position

We are a K-12 independent, secular, co-educational school with a stunning 17-acre bushland campus in the Blue Mountains. We value academic and creative pursuits equally. At Korowal, students are at the centre of our philosophy, practice and decision making.

Our mission is to empower & inspire learners to develop their unique strengths.

Terms and conditions of employment

This is a part-time position, 2 days per week (Thursday and Friday), under the Independent Schools NSW (Professional and Operational Staff) HMEA. The position is for 38 - 39 weeks per year (determined on calendar term dates) plus annual leave pro rata. Annual leave is to be taken during school holiday periods.

Working Environment

This position is for a Bus Driver for the Katoomba bus run – to and from our campus in Hazelbrook. This is a split shift, with current regular hours of work being:

- Thursday and Friday 7.00am to 9.30am and 3pm to 5pm

(These hours are based on current enrolments and may be subject to change.)

Additional driving for excursions, camps and bus servicing requirements may be requested and remains negotiable.

Appointment

The appointment will be reviewed after a 3-month period.

Responsible to

The Principal, Korowal School

Reporting to

The Business Manager, Korowal School.

The bus driver will work with the Business Manager and Administration Coordinator to ensure clarity and consistency for safe transportation of students, within the accepted practices and culture of the school.

Staff at Korowal take care

- To support committed, mutually respectful relationships between students and staff.
- To support a healthy, safe and welcoming school environment that is focused on sustainability.
- To work creatively and sensitively with colleagues, communicating clearly and openly to maintain good working relationships.

Responsibilities

- Follow scheduled bus route pick up locations and times.
- Ensure students are safe while in transit, and at their drop off/collection point.
- Maintain the checklist for students travelling on the bus and any changes to that list.
- Maintain the bus, through safety checks, refills and cleaning.
- Upholding of our School's policies and procedures, particularly regarding Child Protection, Employee's Code of Conduct and WHS.

Selection Criteria *(these must be addressed in your application)*

The successful applicant will have:

1. NSW Light Rigid Licence
2. A current Working with Children Check registered number
3. Experience transporting students/children an advantage
4. Experience working as a team member
5. A current First Aid certificate or willingness to obtain
6. A willingness to uphold Korowal School's values and ethos

Submitting your application

Please ensure that you include all of the following:

1. Provide your CV with your application and include copies of your qualifications
2. Supply the names and contact details (both day and evening) of two (2) professional referees
3. Address all the Selection Criteria (above) in writing
4. Provide your current WWCC number

5. Address your availability for the proposed starting date of Term 1, 2027.

All applications are to be submitted by 5pm on Friday 20th November, 2026.

Applications will be reviewed upon receipt.

Applications may be addressed to the Principal, Cindy Barnsley and sent via email (please PDF all documents) to: jobs@korowal.nsw.edu.au In the subject line please state *'Bus Driver Application'*

Or post to: Korowal School, 54 Hall Parade, Hazelbrook. NSW 2779