



CHARTERHOUSE
LAGOS



DRIVER



Driver

This is an exciting opportunity for a talented and hard-working individual with a desire to work in an environment that strives for excellence in all it does.

We are seeking a dependable Driver who is to help the business with all transportation-related tasks. Dropping off and picking up employees, gathering various packages, and keeping a travel log to track work hours, travel time, and destinations travelled to are among the duties of the corporate driver.

Job Description

Position: Driver
Reporting to: Transport Supervisor/Allocated member of the School Leadership Team
Collaboration: Staff Members
Position Type: Full-Time (Monday – Saturday)

Role Overview: The successful candidate will be responsible for the efficient transportation of staff, work closely with any assigned member of school leadership team ensuring timely and professional service for official school activities, events and other transport needs.

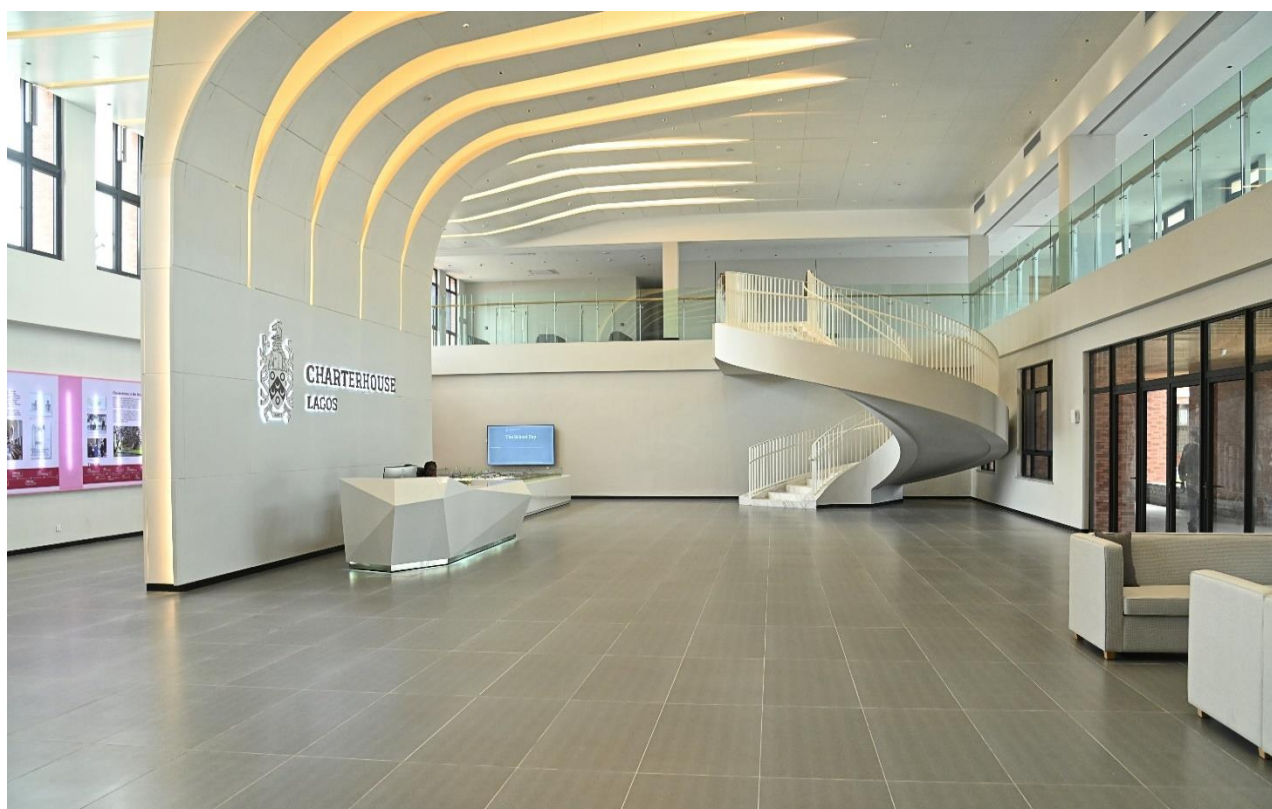
Charterhouse Lagos staff are committed to safeguarding and promoting the welfare of children and young people. They ensure a secure, stimulating, and well-managed learning environment that promotes a sense of safety, support and wellbeing.





CHARTERHOUSE LAGOS

Qualifications and Experience	Essential	Desirable
Minimum of Secondary School Leaving Certificate.	Yes	
At least 5 years driving experience with a valid driver's license.	Yes	
Minimum visual acuity of 20/50 (or corrected to 20/50).	Yes	
Proven experience as a Driver.	Yes	
Experience in an educational or child-focused setting.		Yes
Skills & Competencies		
Good organisational and time management skills.	Yes	
Strong knowledge of vehicle safety and servicing.	Yes	
Ability to handle multiple tasks with attention to detail.	Yes	
Good communication and interpersonal skills.	Yes	
Working knowledge local roads, routes and road safety regulations.	Yes	
Ability to remain calm in stressful driving situations (e.g. at rush hour)	Yes	
The ability to utilize maps, GPS systems, and car manuals.		Yes
Personal Attributes		
Integrity and trustworthiness.	Yes	
Punctual and reliable.	Yes	
Proactive problem solver with a positive attitude.	Yes	
Adaptability and willingness to take on new responsibilities.	Yes	
Professionalism, discretion, and reliability.	Yes	
Commitment to upholding the values and ethos of Charterhouse Lagos.	Yes	
Ability to maintain a positive and professional demeanour.	Yes	





Key Responsibilities	
i.	Transport students, staff, and school materials to and from designated locations safely and on time.
ii.	Conduct daily vehicle checks and ensure the school vehicle is clean, fuelled, and in good working condition.
iii.	Report any mechanical issues or damage promptly.
iv.	Follow all road safety regulations and traffic laws.
v.	Ensure the safety of all passengers by enforcing seatbelt use and appropriate conduct during transit.
vi.	Maintain up-to-date knowledge of routes, road conditions, and weather.
vii.	Maintain accurate records of trips, mileage, fuel usage, and any incidents or maintenance needs.
viii.	Arrive at pickup and drop-off points as scheduled and communicate any delays promptly.
ix.	Always represent the school with a courteous and respectful attitude.
x.	Maintain confidentiality and act in accordance with the school's values and safeguarding policies.
xi.	Assist with the loading and unloading of school materials or staff luggage when necessary.
xii.	Communicate with school management regarding route changes, incidents, or any concerns during transit.
Professionalism:	
i.	You are to ensure you get enough rest to avoid falling asleep whilst driving.
ii.	The main responsibility of a driver is safety. Every passenger or vehicle occupant relies on the driver to get them to their destinations safely. Therefore, you are required to consistently be conscious of your environment and ensure that under no circumstances do you put your passenger in a possible dangerous situation.
iii.	A professional boundary must be always maintained with the passengers.
iv.	Driving is all about awareness, responsibility and defensiveness. Being a responsible driver, your focus should always be on the road. While accidents are caused by different reasons, many of them can be avoided by awareness and defensiveness.
v.	You are not permitted to use your phone when driving should your phone be on whilst driving, you need to ensure that it is placed on vibration.
vi.	Self-hygiene is very important, so you are to ensure you take extra care of your cleanliness and overall appearance must always be professional.
vii.	Never drive after drinking. Drinking alcohol inhibits your ability to drive safely.
viii.	Be mindful of medications – some, including sleeping pills, allergy drugs, and painkillers, can affect your driving. Always read the package warnings and consult your doctor or pharmacist about possible side effects.
ix.	If you are feeling ill, have a fever, or are tired, inform your line manager and do not drive.
x.	School vehicles must never have less than half a tank of fuel. If the tank is half full, take a photo of the fuel gauge and send it to the designated school official before refuelling.
xi.	All fuel must be purchased using the designated fuel cards or vouchers, this can be collected from the office or any official in charge. Do note that, under no circumstance can cash be used to purchase fuel, in a situation of fuel scarcity, proper arrangements will be made via the office
xii.	The cars are not to be used for sleeping or resting, once you get to any destination, you are to switch off the ignition, park the car, lock it up and seat in the designated driver's area allocated to the venue.
xiii.	Our staff have differing needs when it comes to conversations. Many like to converse with the driver. Always maintain integrity, discretion, and confidentiality. Let the staff member lead the conversation.
xiv.	School vehicles should never be used for personal use.



CHARTERHOUSE
LAGOS



Primary School Library



Official signing of the Charterhouse Lagos Agreement at Charterhouse UK

About our School

We opened in September 2024 and we are setting a new standard in education provision in Nigeria and West Africa. With world-class facilities and a focus on excellence, we are creating students with a passion for learning, for excellence and for leadership.

The school community is self-contained and lies in Ajah on the Lekki Peninsula, Lagos. The secure compound offers the best educational facilities in Nigeria. 24-hour security ensures that our students and staff can take advantage of the amazing facilities. We expect our older students to board at the school.

Facilities include fully connected classrooms, science and STEM labs, music, art, drama and library spaces, an 800-seat professional standard theatre, a 25-metre competition pool, along with a learn to swim pool, an NBA standard indoor basketball stadium, outdoor and indoor football pitches, and a beautifully landscaped campus that offers relaxation as well as a connection to nature.



Primary School STEM Room

The school offers an international education for students aged 5 to 18 (Years 1 to 13) using the British curriculum and leading to the IGCSE and A level qualifications. These will allow our students to aspire to the very best universities worldwide.

Opening a new school is a huge challenge and adaptability will be key. We aim to create British style international school reflecting the heritage and culture of the great UK independent schools. We are seeking leaders who will bravely tackle challenges and challenge expectations; we want individuals who will set aspirational targets for students and staff and lofty goals for our school.

Phase 1 of our building programme opened in September 2024 and phase 2, with the secondary school facilities is approaching completion. Phase 3 will follow over the next few years. Years 1 to 6 are already established in our primary school, and we are looking forward to adding Years 7, 8 and 9 in September 2025. In September 2026, Year 10 (IGCSE) and Year 12 (A levels) will open to complete our educational offering.

We hope that you will consider joining us to create an exciting new future in Lekki, Lagos.



CHARTERHOUSE
LAGOS



TERMS AND CONDITIONS

Contract

This is a permanent full-time, full year position. The post will be considered probationary for a period of up to 6 months. Working hours will be full time, full year and accommodation will be provided when on duty.

Salary

Competitive

Professional Development

Professional and international working environment. Professional Development and training opportunities.

Pension

Benefits including pension health insurance.

Meals

Free lunch and refreshments are available to staff whilst on duty and when catering is in operation.

Holiday

The holiday year runs from August- July, in line with the academic year and entitlement is 15 days leave, usually taken in the school holidays. This leave is in addition to Federal Public Holidays.

Fitness Centre Membership

All academic and business staff are entitled to join the Fitness Centre, with access to the swimming pool, gym and fitness activities.

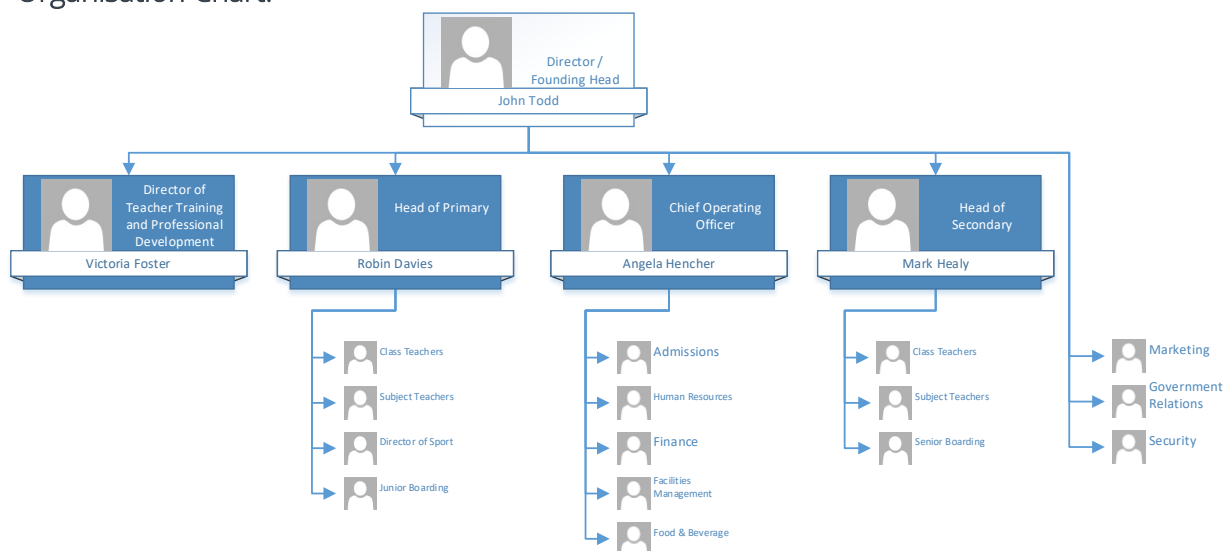
Pre-Employment Checks

Any offer of employment is subject to numerous checks to comply with our Safer Recruitment processes and our Safeguarding Policy (available to view on our website), please see our link for

[APPLICATION AND RECRUITMENT PROCESS EXPLANATORY NOTE.docx](#)



Organisation Chart:



Safeguarding

Charterhouse Lagos is committed to safeguarding and promoting the welfare of all our students and expects all applicants to share this commitment. We follow safer recruitment practices which are aligned with recommendations from the International Task Force on Child Protection. We aspire to the highest international standards of recruiting practices with specific attention to child protection. All appointments are subject to interviews, identity checks, criminal record checks, social media checks and successful references.

Data Protection

The personal data relating to candidates, including personal data provided in, or along with the enquiry and application forms, is required to be collected by Charterhouse Lagos/The Huntington Education Group, for purposes of candidate evaluation, and facilitating the recruitment process. By providing us with your personal data, you give your consent to us for collecting, retaining, processing, transferring (including cross-border transfer) and disclosing personal data to any third parties (including intra-group) for achieving the above purpose.

Diversity, Equality and Inclusion

At Charterhouse Lagos, we want everyone to feel valued, appreciated, and free to be who they are at work, whilst remaining true to the culture and laws of Nigeria. Our recruitment processes are designed to prevent discrimination regardless of gender identity or expression, sexual orientation, religion, ethnicity, age, neurodiversity, disability status, citizenship, or any other aspect which makes them unique.