



## BIRKENHEAD SCHOOL

### Information for Candidates applying for the role of Minibus Driver

Required April 2026

#### THE SCHOOL

Birkenhead School, founded in 1860, is an HMC independent day school providing education for boys and girls drawn from the whole of the Wirral and as far afield as Chester and North Wales. There are currently some 82 children in Early Years (43 in Nursery aged under 3 years old, 39 in our “Pre-Prep” aged 3 to 5 years old), 293 pupils in the School’s Prep (ages 5-11) and 512 students in Years 7 to Upper Sixth Form. Birkenhead School has been fully co-educational since September 2008, offering the choice of an independent education to all local children. Across the School approximately 45% of pupils are girls.

Situated in the leafy suburb of Oxton, the School enjoys excellent facilities. The main campus has a ‘village green’ atmosphere, with classrooms and laboratories looking out over the cricket square. Recent capital developments have included a new landscaped playground area and an outdoor classroom. There are ongoing and substantial investments in ICT facilities. In addition to the main campus, the School owns 17 acres of playing fields on two sites nearby – the primary one being McAllester Field on Bidston Road.

#### SCHOOL ORGANISATION & VALUES

The School comprises Nursery and Pre-Prep (Early Years), Prep and Seniors and integrates their objectives and activities within a ‘One School’ concept. The Headmaster chairs the School’s Senior Leadership Team (SLT) comprising the Head of Prep, Deputies and the Bursar.

Birkenhead School prides itself on being a family school. It is attractive to parents to have all their children in one school, and it is a great advantage for the school to be able to establish strong, long-lasting relationships with families. The move to co-education reinforced this and at present, 217 families have more than one child in the School and 27 have three or four children.

A key feature of the School is its strength of community, which runs through the student, staff and parental bodies. The School is embedded within the wider Wirral community, has strong links with local business and charities, and offers an extensive bursary programme. The School aims to inspire students both inside and outside the classroom, knowing each individual and providing them with outstanding opportunities to find their niche.

A dedicated, talented and collegiate staff body is required to achieve these aims. The School’s informal motto is Respect, Responsibility and Resilience, to which we have recently added inclusivity, compassion, integrity, humility and courage as defined School values. Birkenhead School recruits on attitude as much as the quality of an individual’s qualifications on paper.

#### SENIORS

512 STUDENTS  
AGED 11-18  
295 BOYS / 217 GIRLS

#### PREP

299 PUPILS  
AGED 5-11  
159 BOYS / 140 GIRLS

#### NURSERY / PRE-PREP

82 CHILDREN  
AGED 3 MONTHS – 5 YEARS  
49 BOYS / 33 GIRLS



## BIRKENHEAD SCHOOL

### THE DEPARTMENT

Having a high demand for the minibus service we offer, and covering a wide area, we collect students from across the Wirral and Chester areas, plus our Liverpool routes. Our commitments to our students extend to after School co-curricular activities also.

### THE ROLE AND RESPONSIBILITIES

To safely operate the School's minibus routes, collecting students from various pick up points and delivering them to School and return. Duties include:

- Ensuring passengers wellbeing, and safe and secure travel at all times
- Co-ordinating the various pickups and return
- Liaising with parents to offer the required standard of service
- Ensuring the minibus is kept clean and in good condition
- Safeguarding the welfare of all students travelling to and from School and co-curricular activities
- Regular visual inspection of vehicles, including checking tyres, lights, oil etc.
- Ensure minibuses are always driven in a legal and safe fashion
- Complying with Schools policies and processes

### THE PERSON

We are looking for candidates who can relate to children of all ages, as well as representing the School professionally to all parents. Candidates must:

- Be able to work both on own initiative and collaboratively
- Role model values, integrity and positive behaviours
- Be flexible, punctual and reliable
- Have a warm and welcoming approach
- Possess excellent customer care and communication skills
- Be organised and adaptable to changing situations
- Ideally have previous experience working in a School environment

### **Skills and Knowledge:**

- Experienced driver with a full driving licence, with at least category D1 (entitlement to drive minibuses)
- A PSV or advanced driving qualification would be an advantage, but not essential
- Skilled individual with high standards, who can act with discretion, enthusiasm and a positive attitude
- The ability to communicate well with students, peers, parents and visitors



## BIRKENHEAD SCHOOL

### REMUNERATION & BENEFITS

#### Salary

Salary is paid at the rate of £13.99 per hour through an annualised salary (£12,730 per annum). It is primarily a term-time position (35 weeks a year).

#### Hours

This is a part time position (22.5 hours weekly), with working hours between 6.30am - 8.30am and 3.30pm - 5.30pm. The School also provides an after School 'twilight' service returning students home between 5.30pm and 6.30pm, which is paid as additional hours and usually consists of 2 - 3 shifts per week. A degree of flexibility is also required to allow for occasional activities involving working outside the normal hours e.g. weekends, daytime activities etc.

#### Holiday

You will be paid for 5.6 weeks' annual leave, to be taken outside of the School terms dates.

#### Pension

The School operates an auto-enrolment pension scheme.

#### Other Benefits

We will value and support your contribution to School life and in return provide you with excellent rewards;

- Working with fantastic young students
- Working as part of a committed team
- Membership of a pension Scheme
- Substantial discount on School fees for children of permanent staff attending the School
- Free use of the fully equipped on-site gym
- Support for your continuous professional development

### APPLICATION

A letter of application indicating skills and experience, together with a completed application form, including the names and email addresses of at least two referees, should be sent for the attention of the Bursar via: [chw@birkenheadschool.co.uk](mailto:chw@birkenheadschool.co.uk)

Applications may also be sent by post to: **Cheryl Wallace (Personnel Manager), Birkenhead School, 58 Beresford Road, Oxton, Wirral, CH43 2JD**



## BIRKENHEAD SCHOOL

Application forms can be downloaded from the School's website: [www.birkenheadschool.co.uk](http://www.birkenheadschool.co.uk)

Candidates are welcome to contact the Estates Manager Mr Carl Williams [cw@birkenheadschool.co.uk](mailto:cw@birkenheadschool.co.uk) with any questions relating to the role.

To meet our safeguarding obligations, an Enhanced Disclosure and Barring Service check is undertaken as part of the recruitment process for all new staff. As Birkenhead School is an educational provider, it is permitted to ask whether an applicant has any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance, as defined by The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). It is a criminal offence for an individual who is barred from working with children to apply for a role which is classed as regulated activity (i.e. involves working with children). As such, candidates are asked to also complete the separate Criminal Record Declaration Form on the School's website. The information disclosed on this form will not be kept with your application form during the application process.

Candidates selected for interview will be offered the opportunity to have a tour of the School and meet with relevant members of the department.

**The closing date for applications: Monday 9<sup>th</sup> February 2026**

Successful candidates are likely to be invited to interview week commencing 23<sup>rd</sup> February 2026.

**We reserve the right to close this vacancy when we are in receipt of sufficient applications. Should you wish to apply for this post you are advised to complete and submit your application form as soon as possible.**