



## BIRKENHEAD SCHOOL

### Information for Candidates applying for the role of Estates Operative

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Required As Soon As Possible

#### THE SCHOOL

Birkenhead School, awarded the Sunday Times Independent Secondary School of the Year in the North West for 2025, was founded in 1860. It is an HMC independent day school providing education for boys and girls drawn from the whole of the Wirral, Liverpool and as far afield as Chester and North Wales. There are currently some 80 children in Early Years (41 in Nursery aged under 3 years old, 39 in our “Pre-Prep” aged 3 to 5 years old), 300 pupils in the School’s Prep (ages 5-11) and 510 pupils 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. There are ongoing and substantial investments in 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 Early Years, Prep and Seniors and integrates their objectives and activities within a ‘One School’ concept. The Principal & CEO chairs the School’s Senior Leadership Team (SLT) comprising the Head of Prep, Head of Seniors, Deputy and Assistant Heads and the Chief Financial and Operations Officer.

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, 215 families have more than one child in the School and 28 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, an approach that has played a considerable role in the winning of the Sunday Times award – in short, staff go above and beyond in delivering outstanding academic grades and an expansive co-curricular programme which leads to a fulfilled, inspired and happy community – staff, students, parents, grandparents and alumni (Old Birkonians—OBs).

#### **SENIORS**

510 STUDENTS  
AGED 11-18  
296 BOYS / 214 GIRLS

#### **PREP**

300 PUPILS  
AGED 5-11  
159 BOYS / 141 GIRLS

#### **NURSERY / PRE-PREP**

80 CHILDREN  
AGED 3 MONTHS – 5 YEARS  
47 BOYS / 33 GIRLS



## BIRKENHEAD SCHOOL

### THE DEPARTMENT

Our grounds and buildings are maintained to an exceptional standard by our Estates Team, led by our Head of Estates & Health and Safety, Mr Carl Williams. The team are responsible for the site security and maintenance of all buildings and areas of the School site. Further, the team are responsible for supporting Lettings, ensuring the site and equipment are ready for those booking our facilities, and securing the premises at the end of the day. The ideal candidate will have a degree of trade experience to meet the requirements of the post. This is a varied role, and as such a flexible approach is central to this team.

### THE ROLE AND RESPONSIBILITIES

- Preparing equipment and buildings for daily sports events and bookings through our Lettings system
- Unlocking/locking buildings at the start and end of day
- Maintaining the high standards of the front of School appearance
- Maintaining the high standards of the décor, fixtures, furnishings and fittings within the School site
- Monitoring the premises for any hazards, carrying out repairs include building works, basic plumbing, joinery and other general maintenance, or escalating problems where necessary
- Maintaining the high standards of the grassed and planted areas within the School site
- Ensuring all pathways and access areas are kept clear and safe
- Assisting in marking and setting out sports pitches
- Maintaining lawns, playing fields, hedges, and trees
- Assisting in maintaining hard court and artificial pitches to a high standard
- Keeping the fields and front of School clear from litter, leaves and other debris
- Supporting all other aspects of grounds and building maintenance and developments
- Supporting with other manual tasks including moving and setting up of furniture for School functions and exams
- Occasionally supporting the thorough cleaning of premises, including dusting, sweeping, vacuuming, mopping, floor polishing and emptying bins
- Ensuring all chemicals are used and stored safely according to COSHH regulations
- Notifying the Supervisor or Manager of occurring deficiencies or needs for repair
- Following all Health and Safety regulations
- Other duties as a member of the Estates team to support the operation of the School as requested by the Head of Estates & Health and Safety

### THE PERSON

- Previous trade experience would be advantageous
- General maintenance or thorough DIY experience
- An aptitude for building maintenance
- Ideally previous gardening/greenkeeping experience
- Must hold a full driving licence
- Ability to work on own initiative and collaboratively
- Pride in work and what can be accomplished



## BIRKENHEAD SCHOOL

- Role model of values, integrity and positive behaviours
- Warm and welcoming approach
- Excellent customer care skills
- Previous experience working in a School environment is desirable

### **All staff have the responsibility to:**

- Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the School's Professional Development process
- Provide appropriate guidance, supervision and assistance
- To promote the area of responsibility within the School and beyond
- To represent the School at events as appropriate e.g. Open Days
- To support and promote the School ethos
- Ensure all documentation produced is to a high standard and is in line with School branding
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post.
- To undertake any other reasonable duties

### REMUNERATION & BENEFITS

#### Salary

Birkenhead School operates its own salary scale. The salary band for this role is Sc31 – Sc 33, currently £29,927 - £31,352 for the 2025/2026 academic year.

#### Hours

This is a year-round post working 40 hours per week. Working hours will be variable between the hours of 6.00am and 9.30pm. Flexibility is required to allow for activities involving working outside the normal hours, including weekends. Overtime will be paid for additional hours worked.

#### Holiday

You will be entitled to 35 days per annum (*pro-rata*) including the Christmas shut down and Bank Holidays

#### 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
- Wellbeing support through the Employee Assistance Programme

**Birkenhead School, Registered Office:** The Lodge, 58 Beresford Road, Oxtou, CH43 2JD

**Tel:** 0151 652 4014 | **Fax:** 0151 651 3091 | **Email:** [headmaster@birkenheadschoo.co.uk](mailto:headmaster@birkenheadschoo.co.uk) | [www.birkenheadschoo.co.uk](http://www.birkenheadschoo.co.uk)



## BIRKENHEAD SCHOOL

- Free use of the fully equipped on-site gym
- Support for your continuous professional development
- Children of permanent staff enjoy a reduction in School fees
- Electric Car charging points
- 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 addresses of at least two referees, should be sent for the attention of the Chief Financial and Operations Officer via: [recruitment@birkenheadschool.co.uk](mailto:recruitment@birkenheadschool.co.uk)

Applications may also be sent by post to: **Cheryl Wallace, Head of HR and Compliance, Birkenhead School, 58 Beresford Road, Oxtton, Wirral, CH43 2JD**

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 Head of Estates & Health and Safety, Mr Carl Williams, on [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 is: 9.00am on Sunday 12th July 2026**

**Candidates are likely to be invited to interview the following week.**

**We reserve the right to close this vacancy and complete the recruitment process 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.**