



EDGBASTON HIGH SCHOOL

MINIBUS DRIVER

25 hours per week during term time starting asap



EDGBASTON
HIGH SCHOOL

INFORMATION FOR APPLICANTS

HISTORY

Founded in 1876, Edgbaston High School for Girls (EHS) is the oldest independent day school for girls in Birmingham. The School site is very pleasantly situated next to the Botanical Gardens in the leafy suburb of Edgbaston, 1½ miles from the city centre. Continuity of education is a key feature of EHS, but girls can join at different stages of their academic career.

GOVERNANCE

The Council, which is the School's governing body, actively supports and encourages the work of the School. In the last decade over six million pounds have been spent on major development and refurbishment programmes.

MODERN AND AMBITIOUS

Pupils enjoy a broad-based programme which substantially fulfils the requirements of the National Curriculum and extends beyond it. Examination results are very good with high grades distributed across both Science and Arts subjects. Staff and parents work closely together so that each girl can develop her individual gifts to the full.

SCHOOL SITE AND FACILITIES

Pupils' education at EHS is supported by superb academic facilities in our 14 acre site – from our modern classrooms and science labs to our ICT suites and libraries. We also provide excellent facilities for a wide range of creative and sporting activities, including:

- Swimming Pool, equipped gym and fitness suite, dance studio, floodlit astroturf, athletics track, cricket square, outdoor courts and sports pavilion
- Art studios including graphic design, printmaking, ceramics and fine art facilities
- Fully equipped food preparation rooms
- DT and textiles studios with cutting-edge CAD/CAM devices and sewing machines
- Purpose-built Music School
- Drama studio
- The Octagon - a large, purpose-built theatre seating up to 600 people, with full AV and lighting
- School allotment

PUPILS

Edgbaston High School has approximately 870 girls aged 2 to 18 across its Pre-Prep, Preparatory, Senior and Sixth Form Departments. Around 500 of these are in the Senior Department. The School attracts girls both from the immediate neighbourhood and all over the West Midlands. They come for the high academic standards, the lively programme of co-curricular activities and for the individual attention and flexibility of approach.





WORKING AT EDGBASTON HIGH SCHOOL

PROFESSIONAL REWARD AND DEVELOPMENT

We recognise the expertise of our staff and aim to create an inspiring environment in which you can work to your full potential and develop your career. As a school we believe in:

- A competitive salary with additional allowances for extra responsibilities
- Fully funded training costs where there is a benefit to the School and many opportunities for continued professional development projects
- Personal Development and recognition through our annual appraisal scheme
- Full commitment to the induction and training of ECTs
- Comprehensive INSET programmes, delivering high quality seminars, shared good practice and insights from external speakers
- Well-resourced departments

BENEFITS

- Access to a staff Pension Scheme with highly attractive employer contribution rates
- Free refreshments and lunches when the school is operational provided by our excellent Catering team
- Generous fee remission for the children of staff who might wish to attend EHS
- Free access to the Botanical Gardens for yourself and your family
- Free on-site parking

HEALTH AND WELLBEING

Your health and wellbeing are important to us and we offer:

- Free use of the school's gym and swimming pool at agreed times
- Access to our onsite counsellor
- Access to an employee support package
- A supportive network of experienced Heads, Deputies and Senior Leadership Teams
- As part of the staff community there are opportunities to take part in enjoyable social events, sports activities and more
- Friendly and supportive staff who work together and share resources and ideas

ETHOS

Our mission is to nurture confident, considerate and intellectually curious young women – an ethos that underpins everything that we do. We are an ambitious and thriving school with a focus on providing a broad, modern, enriching and inspiring education that instils EHS girls with the confidence, independence, motivation and ambition to succeed both within and beyond the school. We foster an environment where students can expand their minds, think flexibly, develop the skills of leadership that they all have within them, and grow personally as well as academically. Children should be, and deserve to be empowered, inspired and challenged throughout their education so that they leave school fully equipped to succeed in whatever they decide to pursue.



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DIVERSITY

Diversity and inclusion is central to everything we do. We are actively committed to promoting and participating in good practice in the way that we attract, recruit and retain staff.

Everyone is encouraged to bring their whole self to work because we appreciate the value that a truly diverse workforce brings to an organisation. We celebrate difference, recognising the benefits this brings to our inclusive culture, including age, disability, gender identity and expression, religion, race, sex, sexual orientation and socio economic background.



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MINIBUS DRIVER

Job Description

Title of post: Minibus Driver
Responsible to: Estate and Facilities Manager
Hours of Work: 20 hours per week, Mon – Fri during term time
Commencing daily from approximately 7.30am and 3.30pm
Authorised overtime may be available for other school trips/events

Job Purpose:

To safely transport pupils between designated pick up points and the School

Specific Responsibilities

- Daily inspection of the school bus, prior to setting off on a journey, to ensure roadworthiness, serviceability and duty of care.
- Completing the daily and weekly inspection list on the vehicle.
- Monitoring the cleanliness of the vehicle and ensuring the bus is regularly cleaned internally and externally.
- Check petrol and fluid levels, to ensure efficiency and safety.
- Reporting any concerns with regard to the roadworthiness of the vehicle to the Estate and Facilities Manager.
- Driving the school bus in an appropriate manner with due regard to safety and speed limits.
- Supervision of students on the school bus to ensure safety (including checks to ensure seatbelts and head rests are being used appropriately and that the students remain in their seats at all times).
- Enforcement of the school minibus policy and the reporting of any incidents or unsatisfactory behaviour to the Deputy Head Pastoral.
- Communicating, using agreed school protocols, with parents of pupils on the bus to ensure efficient and safe practice.
- Collecting and dropping off students at designated locations and times.
- Dealing with accidents/incidents and reporting them to the School Office/Deputy Head, as appropriate.
- Ensuring that all personal data is protected.
- Any other relevant and appropriate occasional duties that may be required by the Estate and Facilities Manager.

General Responsibilities

- Notify the Estate and Facilities Manager as soon as possible if you are unable to attend work.
- Promote and ensure the good reputation of the School.
- Promote and safeguard the welfare of students you come into contact with.
- Be aware of and comply with all other school policies and procedures.
- Be aware of and support equal opportunities for all, understanding the requirements of Equality and Diversity.
- Understand the importance of customer service.
- Promote and ensure the good reputation of the School.
- Participate in training and other learning activities and performance development as required.



MINIBUS DRIVER

Person Specification

| | Essential | Desirable |
|---------------------------|---|---|
| Qualifications | <ul style="list-style-type: none">• Full clean UK driving licence (held for at least 2 years)• D1 entitlement on UK driving licence• Aged 25+ (for insurance purposes) | <ul style="list-style-type: none">• MiDAS Training• First Aid Certificate, or willingness to undergo training |
| Experience | <ul style="list-style-type: none">• Driving minibuses or larger/similar vehicles | <ul style="list-style-type: none">• Working with children or young people |
| Knowledge | <ul style="list-style-type: none">• Secure understanding of road safety and vehicle checks | <ul style="list-style-type: none">• Geographical knowledge of the local area• Knowledge and understanding of health and safety and regulatory requirements, including accident reporting (training will be provided) |
| Personal Qualities | <ul style="list-style-type: none">• Calm under pressure• Safety conscious• Punctual and able to follow time schedules• Ability to use own initiative and to follow instructions• Responsible attitude to use of authority and maintaining discipline (in line with school policy)• Reliability, integrity, resilience and tenacity• Commitment, honesty and dedication• Friendly, polite and respectful towards others | |
| Safeguarding | <ul style="list-style-type: none">• Commitment to safeguarding and promoting the welfare of young people.• Sound understanding of safeguarding principles (training will be provided)• Ability to maintain appropriate relationships and personal boundaries with children and young people | |



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| Other | <ul style="list-style-type: none">• Willing to undertake training that is relevant to the duties of the post or are required for Health and Safety reasons• Willingness to maintain confidentiality on all school matters• Willingness to adhere to the school's data protection policy• Committed to safeguarding and promoting the welfare of children and young people | <ul style="list-style-type: none">• Willingness to work flexible hours on occasions such as for trips |
|--------------|--|---|

Original certificates/licences will be required as proof of qualification. All other attributes will be assessed using the contents of the application form, at interview and with the professional references. All members of staff are required to promote and safeguard the welfare of children they are responsible for, or come into contact with, and to adhere to, and ensure compliance with, the School's child protection procedures and staff guidance at all times.



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HOW TO APPLY

We are seeking to appoint an experienced minibus driver for before and after school pickups (following the same route each day). This position is for 25 hours per week, split into 2 equal daily shifts of 2.5 hours.

At interview applicants must provide original documents to confirm their identity and right to work in the UK. They must also bring proof of qualifications where relevant for the post. The documentation required by applicants is listed in the Recruitment Policy which is available on the school website and from the School.

The post is subject to a satisfactory enhanced DBS check (including a Barred List check), a satisfactory online check, a satisfactory medical fitness declaration and satisfactory references. Confidential references will be sought prior to interview.

Edgbaston High School is an equal opportunity employer.

Applications, addressed to Mr Wayne Hayes (Estates and Facilities Manager), should include the completed school application form and a covering letter of not more than 2 pages summarising your suitability for the role as outlined in the information pack.

Please submit these to the HR & Compliance Officer, Ms Corinna Gregory:
recruitment@edgbastonhigh.co.uk

If candidates prefer to send their application by post, it should be addressed to:

Corinna Gregory, HR & Compliance Officer
Edgbaston High School for Girls
Westbourne Road
Edgbaston
Birmingham B15 3TS

The closing date for applications is **3pm on Friday 16th January 2026.**

Interviews will take place at Edgbaston High School for Girls shortly after; candidates will also be tested on their knowledge of vehicle safety and will be required to demonstrate their ability to drive one of our minibuses.

Please note, we reserve the right to close posts and commence interviews at any time, especially in light of the timescale for seeking a new member of the team. We advise you to submit your application as early as possible to prevent disappointment.

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