EDGBASTON
HIGH SCHOOL

Minibus Driver

Prep and Senior School

- Part-time, term-time only
- 25 hours per week (2 shifts per day)
- Starting in January 2027




NO PARKING
NO EXIT
VISITOR
PARKING
ONLY
BUSES



Faithfully Boldly Successfully

Our School Values

- Aspiration
- Courage
- Creativity
- Excellence
- Inclusivity
- Perseverance
- Responsibility

Girls with Goals

Fearlessly Female

Futures without limits

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HIGH SCHOOL

A proud legacy

Since 1875, Edgbaston High School has been proudly pioneering girls' education. As Birmingham's oldest independent girls' school, we have spent the last 150 years empowering generations of young women to learn fearlessly, grow with confidence, and shape futures without limits.

The School's governing body provides robust support and active encouragement for all aspects of the School's work and a recent ISI inspection found that leaders implement a well-planned curriculum which is matched carefully to the needs and abilities of pupils throughout the school.

The School site is very pleasantly situated next to the Botanical Gardens in the leafy suburb of Edgbaston, 1½ miles from the city centre.





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A diverse community

We nurture confident, considerate and intellectually curious young women at EHS. In a diverse, stimulating and supportive environment, we recognise every girl as an individual. We encourage each one to explore and develop her abilities – so she leaves us with the academic qualifications, personal values and social skills to succeed in a rapidly changing world.

Diversity and inclusion inspire everything we do. Our staff and pupils proudly embody the rich, vibrant tapestry of cultures that make Birmingham such a remarkable city. Together, we champion our differences and draw strength from them.

We encourage everyone to bring their whole selves to work because we value the strength that a truly diverse workforce brings to our school. We celebrate our differences and recognise the positive impact they have on our inclusive culture. This includes diversity of age, disability, gender identity and expression, religion, race, sex, sexual orientation, and socio-economic background.


EHS

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HIGH SCHOOL

Facilities to inspire

Pupils' education from Nursery through to Sixth Form at EHS is supported by superb academic facilities in our large site, including:

- Sports facilities - pool, gym and fitness suite, dance studio, floodlit astroturf, athletics track, cricket square, outdoor courts and sports pavilion
- Outdoor learning and play areas
- Fully equipped science labs
- ICT suites, individual iPads and interactive whiteboards supported by the latest apps and technology
- Well stocked libraries that inspire a love of reading
- 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









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HIGH SCHOOL

ISI Inspection 2026



"The pupils are respectful of individual differences and kind to each other...The school community is diverse, inclusive and respectful."

"Pupils are resilient, embrace challenge and approach their education with confidence."

"Staff provide regular opportunities for pupils to consolidate their prior learning, before deepening and furthering their knowledge."

"Staff demonstrate considerable subject knowledge, which they use to plan and deliver stimulating lessons."

"The school promotes pupils' wellbeing, including their physical and mental health, carefully and effectively."

"Leaders and staff work together closely to promote and maintain a robust safeguarding culture."

"Staff respond quickly and compassionately to any concerns raised by pupils so that their emotional wellbeing is supported effectively."

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HIGH SCHOOL

Staff benefits

Financial

- Competitive salary
- Access to a staff pension scheme with highly attractive employer contribution rates and associated benefits
- Generous fee remission

Health and Wellbeing

- Annual flu jabs
- Onsite counsellors
- Use of gym & pool
- BHSF employee support package with confidential helplines, vouchers & discounts and a useful app

Development

- Forward-thinking, vibrant and friendly teaching and support staff who work together, sharing resources and ideas
- Well-resourced departments
- Regular CPD opportunities

Extras

- Free access to the Botanical Gardens for yourself and your family
- Free refreshments and lunches provided by our excellent catering team
- Free onsite parking
- "Scone Friday!"

Every member of our staff plays a crucial role in upholding our high standards, and we welcome colleagues who share our values and our commitment to helping every girl thrive.
In return, all our staff can enjoy the benefits of being part of our community.

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HIGH SCHOOL

Job Description

Purpose of Job

- To safely transport Senior and Prep pupils between designated pick up points and the School
- To help maintain the roadworthiness and cleanliness of the Minibuses

General Responsibilities

- To promote and safeguard the welfare of students you come into contact with.
- To be aware of and comply with all school policies and procedures.
- To be aware of and comply with all Health and Safety protocols and procedures.
- To be aware of, support and ensure equal opportunities for all, understanding the requirements of Equality and Diversity.
- To participate in training and other learning activities and performance development as required.
- To lead by example in promoting the school's ethos and pushing forward its core aims.



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.

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Person Specification





	Essential	Desirable
Qualifications	• Full clean UK driving licence (held for at least 2 years) • D1 entitlement on UK driving licence • Aged 25+ (for insurance purposes)	• MiDAS Training • First Aid Certificate, or willingness to undergo training
Experience	• Driving minibuses or larger/similar vehicles	• Working with children or young people
Knowledge	• Secure understanding of road safety and vehicle checks	• 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	• 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	• 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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HIGH SCHOOL

How to apply

We are seeking to appoint an experienced minibus driver for before and after school pickups (following the same route each day between the school site and Sutton Coldfield).

This position is for 25 hours per week, split into 2 equal daily shifts of 2.5 hours. Authorised overtime may be available from time to time to support trips and fixtures.

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.

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HIGH SCHOOL

How to apply

Apply on MyNewTerm.

For more information about the School, please visit our website.

The closing date for applications is noon on Friday 27th November 2026. Early applications are welcomed and will be considered as they arrive.

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.

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.

Please note that we are unable to offer visa sponsorship for this position. Applicants must already have the right to work in the UK.

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For all recruitment enquiries, please contact:

Corinna Gregory, HR and Compliance Officer
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