**PERSON SPECIFICATION**

**Job Title: Mini Bus Drive/Site Services Officer (Lyng Hall)**

**Grade: G3**

**Hours: 08:00 – 16:00 (Monday – Friday)**

|  |  |  |
| --- | --- | --- |
|  | **Job Requirements** | **Measurement** |
| **Knowledge** | * Health and Safety procedures
 | A, IA, I |
| **Experience** | * Background as a craftsman/machinist or able to show proven skill in one or more maintenance areas.
 | A, I, R |
| **Skills** | * Liaise and communicate effectively with other staff on an interpersonal level regarding duties to be performed and deadlines to be met.
* Complete forms, read instructions, and write essential reports/messages for the Site Manager and senior staff.
* Driving
 | I, RA, I, R |
| **Abilities** | * Driving school vehicle
* Responsible for the safety, comfort and welfare of the children.
* Carry out driver’s daily and weekly vehicle checks and carry out basic maintenance.
* Report any vehicle defects, faults, incidents and accidents
* Be responsible for the cleanliness of vehicles, inside and out, and
* Ensure the vehicle is in a clean and roadworthy condition before
* and after use.
* Refuel vehicles as required.
* Maintain accurate records of vehicle usage.
* Maintain accurate records of the children using the service each day.
* Follow recognised/agreed procedures and regulations regarding duties to be performed on lettings, heating, cleaning, and janitorial issues in accordance with Health and safety considerations and emergencies.
* Undertake general maintenance & cleaning of the school minibus.
* To move equipment/objects, clear the site, and undertake general manual tasks
* Identify areas where repair/cleaning is required and is not up to standard.
 | I, RA, I, RA, I, RIAI, RA, III |
| **Educational** | * Good standard of secondary education
* 3 years clean driving licence
* D1 category on driving licence (or willing to undertake training)
* First Aid qualification (or willing to undertake training)
 | ACertificatesA, ICertificates |
| *Special Requirements* | *This post is exempt from the Rehabilitation of Offenders Act 1974 provisions. A satisfactory Enhanced Criminal Record check but the Disclosure & Barring Service (DBS) will be required before appointment.* | *DBS* |

***A= Application I = Interview R = References***