**PERSON SPECIFICATION**

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

**Grade: G3**

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

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|  | **Job Requirements** | **Measurement** |
| **Knowledge** | * Health and Safety procedures | A, I  A, 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, R  A, 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, R  A, I, R  A, I, R  I  A  I, R  A, I  I  I |
| **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) | A  Certificates  A, I  Certificates |
| *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***