



Person Specification for post of: School Driver (Grade 1)

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Application	- Fully completed application form and covering letter - Fully supported in references		Application References
Qualifications	- Good basic literacy and numeracy skills - Valid driving licence with category D unrestricted or restricted if obtained prior to 1/1/1997, with no more than 3 points	- Maths, English GCSE or equivalent - Clean driving licence - MiDAS training/ certification - PSV licence - Recognised First Aid qualification - Any other relevant qualification	Application References Licence Certificates
Experience	Driving experience for at least 2 years	- Experience of working with children or young people - Experience of driving in a professional capacity - Experience of driving a minibus or other larger vehicle	Application Interview References
Skills and Abilities	- Able to drive legally, safely and responsibly - Able to organise, prioritise and use own initiative to complete tasks effectively - Able to work alone and as part of a team - Able to follow instructions and use equipment safely - Able to perform health and safety checks and maintain relevant records - Able to demonstrate an awareness of safeguarding and show a commitment to keeping children safe in education	- Competent in use of powered equipment - Knowledge of current health & safety policies and procedures including risk and COSHH assessments - Willingness to use computer systems for communication, recording and training	Application References Interview

	• Able to communicate effectively with pupils, parents, staff and other professionals • Able to demonstrate sensitivity in dealing with service users • Able to maintain confidentiality		
Personal Qualities	• Enthusiastic and self-motivated • Trustworthy and reliable • Understanding of need for discretion and confidentiality • Flexible, adaptable and able to mix and work with a wide range of people • Caring and patient • Willingness to participate in training relevant to the post and to demonstrate commitment to continue professional development • A sense of humour	• Be flexible and willing to undertake occasional additional driving duties outside their core working hours.	Application Interview References