



Person Specification – Driver			
Area	Criteria Requirement - E = Essential - D = Desirable Assessment by Application = A Interview process = I	R	A
Skills Knowledge Aptitudes	<ul style="list-style-type: none"> Knowledge of transport procedures, correct use of equipment such as wheelchairs, ramps. 	E	A I
	<ul style="list-style-type: none"> Knowledge of highway and school bus regulations 	E	A I
	<ul style="list-style-type: none"> Knowledge of how to deal with children 	E	A I
	<ul style="list-style-type: none"> Ability to operate vehicle in a safe and responsible manner 	E	A I
	<ul style="list-style-type: none"> Client care and public interaction skills 	E	A I
	<ul style="list-style-type: none"> Decision-making skills 	E	A I
	<ul style="list-style-type: none"> Effective verbal and listening communication skills 	E	A I
	<ul style="list-style-type: none"> Ability to read and write to record pickups and maintain daily records 	E	A I
	<ul style="list-style-type: none"> Time management skills 	E	AI
Qualifications and Training	<ul style="list-style-type: none"> Current NVQ level 2 in English and Maths or equivalent or experience in relevant discipline/job role 	E	AI
	<ul style="list-style-type: none"> Current UK driving Licence 	E	AI
Experience	<ul style="list-style-type: none"> Experience of working with children with special needs 	E	AI
	<ul style="list-style-type: none"> Experience of communicating accurately both verbally and orally 	E	AI
Disposition	<ul style="list-style-type: none"> High level of patience 	E	AI
	<ul style="list-style-type: none"> Calm and caring in outlook 	E	AI
Conditions of Service			
National Joint Council			

Signature of post holder Date / /

Signature of headteacher Date / /

This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure from the Disclosure & Barring Service.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This document must not be altered once it has been signed but will be reviewed annually.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff. This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.