



Newton Abbot College

Imagine what's possible ...

College Minibus Driver Person Specification

| Role Requirements: | Essential | Desirable | How Assessed |
|---|-----------|-----------|--------------------------------|
| Qualifications: | | | |
| Full, clean, current UK driving licence with D1 category or PCV licence | √ | | Application Form |
| Willingness to train to achieve/maintain minibus licence registration | √ | | Application Form; Interview |
| Age 21+ | √ | | Application Form |
| Experience: | | | |
| Practical experience in a similar role | | √ | Application Form; Interview |
| Experience of driving a large vehicle | | √ | Application Form; Interview |
| Ability to maintain accurate vehicle and user records | √ | | Application Form; Interview |
| Experience in basic vehicle maintenance and repair | √ | | Application Form; Interview |
| Competent to undertake daily and weekly vehicle checks, such as tyres, lights, oil, water, fuel etc | √ | | Application Form; Interview |
| Personal and Professional Skills and Attributes: | | | |
| Pleasant, patient and helpful personality | √ | | Application Form; Interview |
| Ability to communicate with a range of people | √ | | Interview |
| Excellent planning and organisational skills | √ | | Application Form; Interview |
| Excellent communication skills | √ | | Application Form; Interview |
| Reliable and trustworthy | √ | | Application Form; Interview |
| Ability to work under pressure and meet deadlines | √ | | Application Form; Interview |
| Sensitivity to user needs | √ | | Application Form; Interview |

| | | | |
|---|---|--|--|
| Well developed interpersonal skills | √ | | Interview |
| High expectations of self | √ | | Application Form; Interview |
| Ability to work unsupervised & manage own time effectively | √ | | Application Form; Interview |
| Attentive to detail | √ | | Application Form; Interview |
| Ability to use initiative to identify and solve problems and get results | √ | | Interview |
| Flexible and adaptable in approach | √ | | Interview |
| Willingness to participate in training/development as/when identified by line manager | √ | | Interview |
| Highly motivated and enthusiastic | √ | | Application Form; Interview |
| High professional standards | √ | | Application Form; Interview |
| Ability to work effectively as a member of a team | √ | | Application Form; Interview |
| Understanding of safeguarding issues and promoting the welfare of children and young people | √ | | Interview |
| Suitability to work with children | √ | | Application Form, Interview and Reference |

Newton Abbot College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are expected to undergo Disclosure and Barring and employment checks.