



**PERSON
SPECIFICATION**

| Post Title: Minibus Driver | | |
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| <p><i>The following person specification outlines the key skills and experience required for this position.</i></p> <p><i>The selection panel will assess each candidate against the criteria listed below expecting candidates to demonstrate knowledge and understanding of each area and show evidence of having applied (or awareness of how to apply) this knowledge and understanding in the school context. The panel will use the following assessment tools: application form; interview / assessment activities; reference and other employment checks.</i></p> | | |
| Attribute | Essential | Desirable |
| Qualifications: | <ul style="list-style-type: none"> ▪ Licenced to drive a minibus by holding a clean driving licence; a category D/D1 licence; ▪ GCSE level English and Maths skills. | |
| Knowledge and Experience: | <ul style="list-style-type: none"> ▪ A good knowledge of laws, regulations and safety procedures; ▪ Knowledge of the local area; ▪ Experience of working with children and young people. | <p>Previous experience as a school Minibus Driver;</p> <p>Basic knowledge of maintaining a minibus.</p> |
| Skills and Abilities: | <ul style="list-style-type: none"> ▪ Good interpersonal skills, with the ability to develop positive relationships with young people; ▪ Fully appreciate the need to follow all Health and Safety procedures including vehicle checks before and after use; ▪ A commitment to the highest standards of customer care; ▪ Good organisational skills; ▪ Excellent concentration; ▪ Must be physically fit and able to push / load passengers in wheelchairs and lift baggage, etc. | |
| Personal Qualities: | <ul style="list-style-type: none"> ▪ Willingness and ability to be flexible; ▪ Ability to relate to staff, students, parents / carers and governors; ▪ To be highly organised with good time keeping; ▪ Good sense of humour; ▪ Honest, reliable and patient; ▪ Commitment and flexible with the demands of the role. | |
| Safeguarding: | <ul style="list-style-type: none"> ▪ Evidence of a commitment to promoting the health, welfare and safeguarding of children. | |

The Seckford Education Trust is committed to safeguarding and promoting the welfare of children and young people and the successful candidate must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS).