

PERSON SPECIFICATION

Job Title: Driver (Mini-bus) and General Assistant
(Whitley Academy)

Grade: G2.4

Hours: 24 hours per week term time only

	Job Requirements	Measurement
Knowledge	<ul style="list-style-type: none">Janitorial duties, maintenance tasks to a high standardHealth and Safety procedures	A, I A, I
Experience	<ul style="list-style-type: none">Background as craftsman/machinist or able to show proven skill in one or more areas of maintenance.Mini Bus Driving	A, I, R
Skills	<ul style="list-style-type: none">Liaise and communicate effectively with other staff on an inter-personal level in respect of duties to be performed and deadlines to be met.Complete forms, read instructions, write basic reports/messages for Site Manager and other senior staff.Numeric skills to check stock levels/deliveries/measure areas.DrivingDIY Skills	I, R A, I, R I I I
Abilities	<ul style="list-style-type: none">Use the telephone to process queries/complaints, pass on and receive information in an assertive but friendly manner to firms/other departments/sections.Liaise/communicate effectively on inter-personal level with pupils, users, parents and other visitors in a friendly way.Follow recognised/agreed procedures and regulations in respect of duties to be performed on lettings, heating, cleaning, janitorial issues in accordance with Health & Safety considerations and emergencies.Follow recognised/agreed procedures and regulations in respect of duties to be performed on lettings, heating, cleaning, janitorial issues in accordance with Health & Safety considerations and emergencies.Undertake general maintenance & cleaning to the school minibus.To move equipment/objects, clear site, undertake general manual tasksUndertake general maintenance tasks – carpentry, glazing, plumbing, building/plastering, decorating and electrical (not related to main circuitry).Identify areas where repair/cleaning is required and is not up to standard.Assimilate information re-equipment and need to operate it such as cleaning equipment and craftsman tools.	I, R A, I, R A, I, R I A I, R A, I I I
Educational	<ul style="list-style-type: none">Good standard of secondary educationFirst Aid qualification (or willing to undertake training)	A Certificates
Insurance Requirements	<ul style="list-style-type: none">D1 category on driving licence (defensive driving course would be desirable)Over 21 years old3 years clean driving licence	A, I Certificates
Special Requirements	<i>This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A satisfactory Enhanced Criminal Record check but the Disclosure & Barring Service (DBS) will be required prior to appointment.</i>	DBS

A= Application I = Interview R = References