

Job Title:	Transport Manager	Job Number:	
Directorate:	People	Post Number:	
Service:	Transport	Grade:	Grade 4
Location:	Sherbourne Fields School		

Area	Description	Criteria will be measured by:
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Knowledge:	Practical knowledge of the Highway Code.	Driving assessment
	- Basic Knowledge of - Health and Safety.	Application Form
	Understand the importance of defensive driving and a willingness to put it into practice.	Application Form/Interview

Skills and Abilities:	Ability to drive confidently, safely and responsibly	Test
	Have basic literacy skills	Application Form
	To work in partnership with the escorts	Interview
	Maintain appropriate records	Interview
	Operate Mechanical equipment e.g. tail lifts	Interview
	Flexible approach to work.	Interview
	To follow written or verbal instructions and procedures e.g. safety regulations	Interview
	Ability to undertake routine vehicle maintenance/ checks ie. oil, lights, water etc.	Interview
	Ability to work as part of a team.	Application Form
	Ability to assist passengers in/out of wheelchairs and/or in/out of vehicles.	Application Form and interview
	Ability to respect clients with varying needs and treat them with sensitivity at all times.	Interview
	Ability to maintain satisfactory attendance levels and timekeeping.	Application Form and references
	Ability to work on own initiative.	Application Form
	Good communication skills.	Application Form and interview
	Willingness to learn new skills.	Interview

Experience:	Dealing with people.	Application Form and interview

Educational:	Driving licence, CAT D (101) or full PSV licence (qualified to drive up to 16 seat minibus), or pre 1997 driving licence.	Application Form and interview

Special Requirements:	• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.	

Date Reviewed: June 2023

Updated: June 2023