

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

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

<b>Skills and Abilities:</b>	• Ability to drive confidently, safely and responsibly	Test
	• Have excellent communication skills (verbally and written)	Application Form
	• To work in partnership with the escorts and Whitley Transport department	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 and to delegate	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 excellent attendance levels and timekeeping	Application Form and references
	• Ability to work on own initiative	Application Form
	• Ability to use Microsoft Excel	Application Form and interview
• Willingness to undertake training and learn new skills.	Interview	

<b>Experience:</b>	• Dealing with people	Application Form and interview
	• Driving Minibuses	Application Form
	• Managing People	Interview

<b>Educational:</b>	• 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

<b>Special Requirements:</b>	<ul style="list-style-type: none"><li>This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.</li></ul>	

**Date Reviewed:** March 2025

**Updated:** March 2025