

### Person Specification - School Minibus Driver

The Futures Trust and President Kennedy School are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

<b>Responsible to</b>	Designated Line Manager
<b>Grade</b>	1 £5,832 - £5,948 per annum pay award pending
<b>Hours</b>	14 hours per week 39 weeks per year; 2.5 hours per day 11am – 1:30pm plus additional 1.5 hours per week for weekly in- depth routine maintenance checks. Additional hours may be required for school trips and sporting events. Must be available for school trips and sporting events.
<b>Location</b>	Based at President Kennedy School

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Measured By</b>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>Basic literacy and numeracy</li> <li>Drivers Licence with no more than 3 endorsement points, held for more than 2 years and a full D1 (or D) PCV entitlement</li> <li>Medically fit to drive</li> <li>Qualified first aider (or training will be given)</li> <li>Defensive Driving Assessment (or training will be given)</li> </ul>		Application form  Driving Licence  Practical test
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Able to follow the school's safeguarding procedures and recognise when to report any concerns</li> <li>Able to demonstrate sensitivity, diplomacy and assertiveness when dealing with staff, students, parents, members of the public and external agencies</li> <li>Able to communicate effectively both verbally</li> </ul>		Application form  Interview  Practical test

	<p>and in writing with a range of audiences</p> <ul style="list-style-type: none"> <li>• Able to maintain accurate written records</li> <li>• Able to maintain confidentiality</li> <li>• Able to work with minimum supervision, and demonstrate initiative</li> <li>• Able to support the implementation of the school's Behaviour Policy</li> <li>• Able to work within designated procedures and practices</li> <li>• Able to be flexible and work as part of a team</li> <li>• Willingness to clean minibus, including unpleasant spillages</li> </ul>		
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Recently driving minibuses/ large vehicles</li> <li>• Dealing with a wide range of people</li> <li>• Carrying out basic vehicle maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working as a driver</li> <li>• Previous experience of working with young people</li> <li>• Previous experience of working in an education setting</li> </ul>	<p>Application form</p> <p>Interview</p>
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• A sound knowledge of the theory and application of The Highway Code</li> <li>• Roadworthiness and how to carry out basic vehicle safety checks and maintenance</li> <li>• A basic knowledge of the nature of work undertaken by a Secondary School and Community College</li> <li>• Safeguarding children and young people</li> </ul>		<p>Application form</p> <p>Interview</p> <p>Practical test</p>

<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• A professional role model who is committed to their own professional development and to developing others</li> <li>• Committed to and able to promote the aims of the school and the values of the Trust: Learners First, It's about Learning, No Barriers.</li> <li>• Able to work calmly under pressure and withstand</li> <li>• Able to work flexibly, and to attend meetings and INSET days as required</li> </ul>		Application form  Interview
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**Person specification reviewed by:** Amanda McDonnell, Operations Manager

**Date:** July 2021