

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:	<ul style="list-style-type: none"> Practical knowledge of the Highway Code. 	Driving assessment
	<ul style="list-style-type: none"> Basic Knowledge of Health and Safety. 	Application Form
	<ul style="list-style-type: none"> Understand the importance of defensive driving and a willingness to put it into practice. 	Application Form/Interview

Skills and Abilities:	<ul style="list-style-type: none"> Ability to drive confidently, safely and responsibly 	Test
	<ul style="list-style-type: none"> Have basic literacy skills 	Application Form
	<ul style="list-style-type: none"> To work in partnership with the escorts 	Interview
	<ul style="list-style-type: none"> Maintain appropriate records 	Interview
	<ul style="list-style-type: none"> Operate Mechanical equipment e.g. tail lifts 	Interview
	<ul style="list-style-type: none"> Flexible approach to work. 	Interview
	<ul style="list-style-type: none"> To follow written or verbal instructions and procedures e.g. safety regulations 	Interview
	<ul style="list-style-type: none"> Ability to undertake routine vehicle maintenance/ checks ie. oil, lights, water etc. 	Interview
	<ul style="list-style-type: none"> Ability to work as part of a team. 	Application Form
	<ul style="list-style-type: none"> Ability to assist passengers in/out of wheelchairs and/or in/out of vehicles. 	Application Form and interview
	<ul style="list-style-type: none"> Ability to respect clients with varying needs and treat them with sensitivity at all times. 	Interview
	<ul style="list-style-type: none"> Ability to maintain satisfactory attendance levels and timekeeping. 	Application Form and references
	<ul style="list-style-type: none"> Ability to work on own initiative. 	Application Form
	<ul style="list-style-type: none"> Good communication skills. 	Application Form and interview
	<ul style="list-style-type: none"> Willingness to learn new skills. 	Interview

Experience:	<ul style="list-style-type: none"> Dealing with people. 	Application Form and interview

Educational:	<ul style="list-style-type: none"> 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:	<ul style="list-style-type: none">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