

JOB REQUIREMENT		Essential	Preferred	* How assessed
Qualifications, knowledge and experience	Full, clean driving licence with entitlement to drive a minibus (D1 category on the driving licence).	✓		A & C
	Hold a Passenger Carrying Vehicle (PCV) licence	✓		A & I
	First Aid Qualification – or willingness to undergo training	✓		A & C
	Experience of driving a minibus with thorough understanding of road safety and traffic laws	✓		A & I
	Working with children or young people		✓	A & I
	Basic vehicle maintenance skills	✓		A & I
	Ability to carry out basic vehicle checks and report defects ensuring the vehicle remains in good working condition	✓		A & I
	Safe driving practices: a thorough understanding of road safety regulations and ability to demonstrate safe driving at all times	✓		A & I
Personal and interpersonal	Interacting and Presenting – Relating & Networking Establishes good relationships with pupils and staff; relates well to people at all levels.	✓		A & I
	Organising and Executing - Planning and Organising Able to work to deadlines and a willingness to respond positively to all aspects of work. Able to be an effective timekeeper and able to manage and organise own time. Able to use initiative and seek appropriate solutions to problems.	✓		A & I
	Creating and Conceptualising - Learning and Researching Manage knowledge to be able to provide effective support, advice, training and information to colleagues.		✓	I
	Supporting and Co-operating - Working with People Builds good relationships, non-judgemental, ethical and relates well to people at all levels.	✓		I
	Adapting and Coping - Coping with Pressures and Setbacks Works productively in a pressurised environment; keeps emotions under control during difficult situations; balances the demands of a work life and a personal life; maintains a positive outlook at work; handles feedback well and learns from it.	✓		I
Child Protection	A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		A & I
	Enhanced DBS disclosure (<i>to be completed by preferred candidate following interview</i>).	✓		C
	Willingness to undertake safeguarding training when required.	✓		I

* A = application, C = clearances, I = interview, T = task