

BROOMHILL BANK SCHOOL

PERSONAL SPECIFICATION – SITE TEAM ASSISTANT AND MINIBUS DRIVER

CRITERIA		ESSENTIAL	DESIRABLE	EVIDENCE BASE / MODE OF ASSESSMENT
SECTION 1: EDUCATION AND TRAINING				
1.1	A good basic standard of education, particularly in English and Maths.	✓		
1.2	Holder of certificates, qualifications and training relevant to the role of Site Team Assistant and Minibus Driver.		✓	
1.3	The potential to learn quickly and adapt to new situations in the workplace.	✓		
1.4	A commitment to continued personal and professional development.	✓		
1.5	Holder of a clean, current driving licence and experience of driving larger vehicles such as minibuses.	✓		
SECTION 2: KNOWLEDGE AND EXPERIENCE				
2.1	Experience of working successfully as part of a team.	✓		
2.2	Experience of practical and manual work, including D.I.Y. projects.	✓		
2.3	Experience of using problem-solving strategies in the workplace.	✓		
2.4	Experience of basic vehicle checks.	✓		
2.7	Experience of using a variety of basic tools, machinery e.g., cleaning equipment and power tools.	✓		
2.8	Awareness and understanding of procedures to safeguard the welfare of all children and vulnerable adults.	✓		
2.9	Awareness of the needs of children with communication and interaction difficulties.		✓	
2.10	Understand and be able to apply health and safety procedures relevant to the job such as:	✓		

	<ul style="list-style-type: none"> • Manual handling • Safe use of machinery and /or equipment • COSHH • First Aid and Hygiene • Lone working procedures and responsibilities 			
2.11	Able to recognise and to deal with emergency situations.	✓		
2.12	Knowledge and application of appropriate professional boundaries for school staff	✓		
SECTION 3: SKILLS AND ABILITIES				
3.1	Sound organisational skills, with an ability to plan ahead.	✓		
3.2	Good communication skills.	✓		
3.3	Practical skills and manual dexterity.	✓		
3.4	Able to provide basic written information including reports.	✓		
3.5	Flexible in approach and willing to adjust to the many changing demands of a school day.	✓		
3.6	Able to work alone and as part of a team of people.	✓		
3.7	Able to adhere to all school policies and procedures.	✓		
3.8	Able to promote and present the school and its community in a positive way to parents, students, governors etc, and external stakeholders.	✓		
3.9	Able to effectively share expertise and skills, to further the development of colleagues in school and the wider community	✓		
3.10	Able to foster good relationships and quickly gain the respect of students	✓		
3.11	Holder of a valid manual driving licence and willing to undertake a minibus driving test.	✓		
SECTION 4: PERSONAL ATTRIBUTES				
4.1	Set a positive example in terms of punctuality, attendance, appearance and behaviour	✓		
4.2	Honest, reliable and with integrity.	✓		
4.3	Able to use initiative and solve problems by being resourceful and flexible in approach.	✓		

4.4	Personable and able to create and maintain harmonious relationships with other people in the workplace.	✓		
4.5	A liking and genuine respect for young people who can sometimes be challenging.	✓		
4.6	Value the unique contribution made by all members of the school community including pupils, staff, parents and governors.	✓		
4.7	Able to follow instructions and advice as well as information from training.	✓		
4.8	Pleasant, willing and helpful and able to deal with others courteously and in an acceptable manner.	✓		
4.9	Interests outside school.	✓		
4.10	Commitment to establishing a healthy work/life balance.	✓		
4.11	Ability to remain calm in challenging situations..	✓		
SECTION 5: EQUAL OPPORTUNITIES				
5.1	Commitment towards adherence to the principles set out within the school's Equality Plan.	✓		
5.2	Commitment to the promotion of the concept of equal opportunities in the work situation with all pupils and staff.	✓		
5.3	Understand and be sensitive to discrimination experienced by members of minority groups and be committed to reducing this.	✓		

Broomhill Bank School and all its personnel are committed to safeguarding and promoting the welfare of children and vulnerable adults.