**GREAT OAKS SMALL SCHOOL**

**PERSONAL SPECIFICATION – SITE MANAGER ASSISTANT AND MINIBUS DRIVER**

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|  | **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.** | ✓ |  |  |
| **1.6** | **Experience of driving larger vehicles such as minibuses / willingness to undertake training.** | ✓ |  |  |
|  | **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., 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:**   * **Manual handling** * **Safe use of machinery and /or equipment** * **COSHH** * **First Aid and Hygiene** * **Lone working procedures and responsibilities** | ✓ |  |  |

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| **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, trustees 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 competency assessment.** | ✓ |  |  |
|  | **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 genuine respect for young people who can sometimes appear challenging.** | ✓ |  |  |
| **4.6** | **Value the unique contribution made by all members of the school community including students staff, parents and trustees.** | ✓ |  |  |
| **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 and promotion of the principles of Equality, Diversity and Inclusion (EDI) with all students and staff.** | ✓ |  |  |
| **5.2** | **Commitment to the adherence of the concept of equal opportunities in and outside of school, on and off line.** | ✓ |  |  |
| **5.3** | **Understand and be sensitive to discrimination experienced by members of minority groups and be committed to reducing this.** | ✓ |  |  |

***Great Oaks Small School and all its personnel are committed to safeguarding and promoting the welfare of children and vulnerable adults.***

**November 2023**