

Goldwyn School

Person Specification: Deputy Transport Manager/Driver

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	ESSENTIAL CRITERIA
QUALIFICATIONS AND EXPERIENCE	<ul style="list-style-type: none">• A good level of IT skills including MS Office, Outlook, Excel and Word• Good multi-tasking skills• Proactive, confident and driven• Well organised and self-motivated
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Proven track record of exemplar organisation skills• Calm under pressure and able to work to deadlines• High level of attention to detail• Effective interpersonal skills• High standards of professional behaviour towards colleagues• Ability to plan and prioritise own workload and that of others• Ability to communicate with people at all levels both orally and in writing• Ability to demonstrate an awareness of the issues facing students and the ethos of Goldwyn School• Ability to work safely at all times and to uphold high standards of Health and Safety• Proven ability to adapt quickly to changing priorities and able to work well under pressure
KNOWLEDGE	<ul style="list-style-type: none">• Knowledge of Health & Safety in relation to working practices• Knowledge of vehicle and driver legislation• Knowledge of vehicle maintenance
OTHER	<ul style="list-style-type: none">• Willingness to work flexibly within the teams to ensure high quality, effective and efficient services are delivered• Willing to attend occasional evening and weekend events• Willing to travel within/outside the borough as and when required.• Ability to plan, organise and prioritise work to achieve results with minimum supervision• Ability to use sound judgement and an honest approach to all work undertaken• Reliable