

Goldwyn School

Person Specification: School 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.

	CRITERIA (Essential/Desirable)
QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> No criminal record including convictions, cautions, reprimands, bindings over or warnings which may be relevant to the safety and welfare of students or staff E Full clean and current driving licence E
EXPERIENCE	<ul style="list-style-type: none"> Experience of working as an effective team member E Experience of organising multiple tasks and managing own time/schedules E Experience of delivering a road passenger transport service (bus, minibus, people carrier etc) D
KNOWLEDGE AND UNDERSTANDING RELEVANT TO THE JOB	<ul style="list-style-type: none"> Knowledge of local and surrounding areas, including street names, major landmarks and one way systems. D Knowledge of the highway code E An understanding of the type of difficulties that the students may face D Knowledge of safe working practices and related health and safety considerations E Knowledge of the laws and regulations covering licensing, insurance and road use D
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Ability to attend work and carry out all related tasks punctually and reliably E Ability to establish good working relationships with students, acting as a role model. E Ability to communicate effectively with a wide range of people both internally and externally, including students and staff E Ability to maintain positive relationships with all E Ability to take decisions and action on basis of own initiative D Ability to follow laid down procedures as well as willingness to suggest changes to improve systems D Ability to work to specified schedules/timescales E Ability to maintain appropriate levels of confidentiality E Ability to provide good 'customer service' to all users of the service E