

## ENDEAVOUR LEARNING TRUST

### PERSON SPECIFICATION – DRIVER (MINIBUS)

Personal Attributes required (on the basis of the job description)	Essential (E) Or Desirable (D)	Identified by: Application Form (AF), Interview (I), Test (T) or other
<b>QUALIFICATIONS AND TRAINING</b>		
The successful candidate will have:		
Clean driving licence as appropriate to vehicles driven	E	AF/I
Full current driving licence including minibus driving to 16 seats and D1 category	E	AF/I
First Aid Qualification (qualification not essential at point of application, training will be given - if required)	E	AF/I
Ability to drive a motor vehicle and carry out routine maintenance	E	AF/I
Educated to GCSE (or equivalent)/ O Level standard	D	AF/I
MIDAS (Minibus Driver Awareness Scheme) certificate or PCV Licence	D	AF/I
<b>EXPERIENCE</b>		
The successful candidate will have:		
Ability to work effectively as part of a team	E	AF/I
Successful experience of working as a Driver	D	AF/I
Experience of driving passenger carrying vehicles and / or larger vehicles	D	AF/I
Experience of previous work in a school environment	D	AF/I
Experience of record keeping	D	AF/I
<b>SKILLS AND ATTRIBUTES</b>		
The successful candidate will be able to:		
Form effective and appropriate working relationships/boundaries with young people	E	AF/I
Organise tasks efficiently and to deadlines	E	AF/I
Work independently with the minimum of supervision	E	AF/I
Evidence excellent time management skills	E	AF/I
Demonstrate a flexible attitude to work and routines	E	AF/I
Show an awareness of the needs of people with special needs	E	AF/I
Awareness of Health and Safety issues	D	AF/I
<b>PERSONAL QUALITIES AND ATTRIBUTES</b>		

The successful candidate will have:		
Excellent time management and organisation skills with the ability to effectively prioritise their workload to deadlines.	E	AF/I
A calm and organised nature	E	AF/I
The ability to communicate confidently and effectively, in varied situations, using a range of methods	E	AF/I
The ability to respond effectively to challenges	E	AF/I
A flexible approach to working practices	E	AF/I
High expectations of self and professional standards	E	AF/I
The ability to work as both part of a team and independently	E	AF/I
The ability to maintain successful working relationships with other colleagues	E	AF/I
A commitment to contributing to the wider school, Trust and its community	E	AF/I
Ability and willingness to travel between sites, as required	E	AF/I
<b>OTHER</b>		
Compliance and adherence to the document 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'	E	I
Compliance and adherence to the document 'Guidance for Conduct'	E	I
Commitment to undertake further ongoing training and professional development	E	I
Clearance through the Disclosure and Barring Service - (Clearance is required before confirmation of appointment)	E	AF/I