



**THE VALE OF GLAMORGAN COUNCIL**

**PERSON SPECIFICATION**

<b>POST NO:</b>		<b>DESIGNATION:</b>	Driver	<b>DEPARTMENT:</b>	St Nicholas Church in Wales Primary School
<b>SECTION:</b>	St Nicholas Church in Wales Primary School	<b>COMPLETED BY:</b>	Headteacher	<b>DATE:</b>	12/10/22

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASCERTAINED BY</b>
<b>1. EXPERIENCE</b>	<ul style="list-style-type: none"> <li>▪ At least 5 years driving experience</li> <li>▪ Awareness of need to support pupils in understanding instructions required to ensure safety.</li> </ul>	Previous experience with primary age children	Application form & Interview
<b>2. KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>▪ Awareness of working with children and their varying needs</li> <li>▪ Fully understand the requirements of the Highway Code – with particular reference to minibus driving</li> </ul>		Application form & Interview
<b>3. SKILLS AND APTITUDES</b>	<ul style="list-style-type: none"> <li>▪ A competent driver (able to drive a 16 seater vehicle)</li> <li>▪ Able to use initiative and plan effectively</li> <li>▪ Ability to maintain a safe level of behaviour whilst pupils transported</li> <li>▪ Good communication skills</li> <li>▪ Reasonable standard of literacy</li> <li>▪ Practical common sense approach</li> </ul>	Basic vehicle maintenance knowledge	Application form, Interview and 6 week probationary period
<b>4. QUALIFICATIONS AND TRAINING</b>	<ul style="list-style-type: none"> <li>▪ Valid, clean driving licence –</li> </ul>	Health & Safety training Manual handling training First Aid Trained	Sight of driving licence & paper copy, application form & Interview

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASCERTAINED BY</b>
<b>5. ATTITUDE AND MOTIVATION</b>	<ul style="list-style-type: none"> <li>▪ caring</li> <li>▪ reliable</li> <li>▪ sensitive and tolerant approach</li> <li>▪ commitment to children' health and safety</li> <li>▪ sense of humour</li> </ul>		Interview
<b>6. OTHER (PLEASE SPECIFY)</b>	<ul style="list-style-type: none"> <li>▪ Able to work split shift, set hours, term time only</li> </ul>		Interview