


PERSON SPECIFICATION				
JOB TITLE	Bus Driver / Caretaker			
CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT	
Qualifications and training	Current, clean driving licence	First Aid qualification		
Knowledge & experience	Knowledge and understanding of highway regulations. Regular driving experience.	Previous experience of driving minibuses. Basic vehicle maintenance and repairs. Awareness and understanding of working within a school environment and with children. School bus regulations. Scheduling and recording systems and procedures. Vehicle equipment cleaning standards and procedures.	Application form Interview References	
Skills and aptitudes	Ability to operate a school minibus in a safe and responsible manner. Analytical and problem solving. Decision making skills and ability to use initiative. Effective verbal and listening communication skills. Conflict resolution. Good level of numeracy and literacy to record schedules and maintain daily records. Time management. Ability to concentrate for long periods of time.	Customer service skills	Application form Interview References	
Personal Attributes	Honest and trustworthy. Patient, caring and calm.		Interview References	

	<p>Respectful and ability to command respect.</p> <p>Presentable appearance when representing the Academy.</p> <p>Flexible and adaptable in relation to working hours.</p> <p>Good time keeper with ability to demonstrate excellent work ethic.</p> <p>Deal with the public in a positive, courteous and respectful manner.</p> <p>Cultural sensitivity.</p> <p>Enthusiastic and self-motivated.</p>		
Safeguarding	Commitment to safeguarding and promoting the welfare of children	Evidence of working in an environment subject to health & safety, hygiene, child welfare and protection regulations.	Interview

