

**Person Specification
Casual School Minibus Driver**

The Futures Trust and Hinckley Academy are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

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| Responsible to | Designated Line Manager |
| Hours | Casual work hours will vary £9.25 per hour Initial availability 2 hours per day 7.30-8.30am and 3.00-4.00pm Monday to Friday during term time |
| Location | Based at Hinckley Academy |

| | Essential Criteria | Desirable Criteria | Measured By |
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| Education and Qualifications | <ul style="list-style-type: none"> • Basic literacy and numeracy • Drivers Licence with no more than 3 endorsement points, held for more than 2 years and a full D1 (or D) PCV entitlement • Medically fit to drive • Qualified first aider (or training will be given) • Defensive Driving Assessment (or training will be given) | | Application form Driving Licence Practical test |
| Skills and Abilities | <ul style="list-style-type: none"> • Able to follow the school's safeguarding procedures and recognise when to report any concerns • Able to demonstrate sensitivity, diplomacy and assertiveness when dealing with staff, students, parents, members of the public and external agencies • Able to communicate effectively both verbally and in writing with a range of audiences • Able to maintain accurate written records | | Application form Interview Practical test |

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| Skills and Abilities continued | <ul style="list-style-type: none"> • Able to maintain confidentiality • Able to carry out basic vehicle maintenance • Able to work with minimum supervision, and demonstrate initiative • Able to support the implementation of the school's Behaviour Policy • Able to work within designated procedures and practices • Able to be flexible and work as part of a team • Willingness to clean minibus, including spillages | | Application form Interview Practical test |
| Experience | <ul style="list-style-type: none"> • Recently driving minibuses/ large vehicles • Dealing with a wide range of people • Carrying out basic vehicle maintenance | <ul style="list-style-type: none"> • Previous experience of working with young people • Previous experience of working in an education setting | Application form Interview |
| Knowledge and understanding | <ul style="list-style-type: none"> • A sound knowledge of the theory and application of The Highway Code • Roadworthiness and how to carry out basic vehicle safety checks and maintenance • A basic knowledge of the nature of work undertaken by a Secondary School • Safeguarding children and young people | | Application form Interview Practical test |
| Other requirements | <ul style="list-style-type: none"> • A professional role model who is committed to their own professional development and to developing others | | Application form Interview |



Hinckley
ACADEMY

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| | <ul style="list-style-type: none">• Committed to and able to promote the aims of the school and the values of the Trust: Learners First, It's about Learning, No Barriers.• Able to work calmly under pressure and withstand stress• Able to work flexibly, and to attend meetings and INSET days as required | | |
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Person specification reviewed by: Julie Clark, Operations Manager

Date: March 2021