

**Person Specification: Mini Bus Driver**

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|  | **Essential** | **Desirable** |
| **Qualifications** | The bus driver must be able to demonstrate their ability to communicate effectively, verbally and in writing.  The bus driver must hold a D1 qualification | English and Maths to GCSE (grade C) |
| **Experience** | The mini bus driver must have experience of:  Following health and safety regulations  Experience in mini bus driving | Experience of working in a school environment  Experience of driving within Newcastle City Centre |

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| **Knowledge and understanding** | The mini bus driver should have knowledge and understanding of:  the importance of Health & Safety;  Safeguarding of children  Transport | In addition, the mini bus driver might also have knowledge and understanding of:  Maintaining the mini bus to support with regulations |
| **Skills** | The mini bus driver will be able to:  use practical skills to support transportation of pupils to desired locations  deal with emergencies and problems in a positive and systematic manner;  work alone when required  prioritise, plan, and meet deadlines and evaluate work;  communicate effectively | In addition, the mini bus driver might be able to:  reduce risk where possible |

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| **Personal qualities and attitudes** | The mini bus driver must be able to convey:  Pride in their work  Attention to detail  Enthusiasm  Loyalty, good timekeeping  Reliability, trustworthiness and honesty  Excellent interpersonal skills  Flexibility  Interest in caring for school pupils and staff  That they are/prepared to be a proactive member of the school community | In addition, the mini bus driver should have:  An interest in professional self-development  A willingness to contribute to the wider life  of the school |
| **Physical Requirements** | Fit and able to carry out duties  Ability to work at high levels with appropriate equipment  Ability to deal with some manual handling |  |
| **Special requirements** | have or be willing to undergo an Enhanced Criminal Records Bureau disclosure check  be willing to undergo a pre-employment health check |  |