

**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 regulationsExperience 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 childrenTransport | 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 locationsdeal with emergencies and problems in a positive and systematic manner; work alone when requiredprioritise, 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 workAttention to detailEnthusiasmLoyalty, good timekeepingReliability, trustworthiness and honestyExcellent interpersonal skillsFlexibilityInterest in caring for school pupils and staffThat 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 dutiesAbility to work at high levels with appropriate equipmentAbility to deal with some manual handling |  |
| **Special requirements** | have or be willing to undergo an Enhanced Criminal Records Bureau disclosure checkbe willing to undergo a pre-employment health check  |   |