**Employee Specification – Casual Minibus Driver**

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The ‘Essential’ requirements indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under ‘Desirable’ requirements are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential but may be used to distinguish between acceptable candidates.

|  | **KEY** |
| --- | --- |
|  | **A** | = Application |
|  | **SP** | = Selection Process |
| **Person Specification**  | **Essential**  | **Desirable** | **Method of Assessment**  |
| **Knowledge**  |
| Hold a full, clean UK driving license with D1 |  |  | A & SP |
| Previous experience of driving a mini bus/large vehicle |  |  | A & SP |
| Competent to undertake vehicle checks and carry out basic maintenance  |  |  | A & SP |
| Driver’s Certificate of Professional Competence (CPC) |  |  | A & SP |
| Geographical knowledge of the local area |  |  | A & SP |
| **Ability and Skills** |
| Pleasant, patient and helpful personality  |  |  | A & SP |
| Ability to work on own initiative and as part of a team |  |  | A & SP |
| Ability to work effectively under pressure and maintain a calm demeanour  |  |  | A & SP |
| Ability to communicate with a range of different people |  |  | A & SP |
| Reliable and trustworthy |  |  | A & SP |
| Flexible approach to working arrangements |  |  | A & SP |
| This post will be subject to an Enhanced DBS Disclosure Check |  |  | A & SP |
| **Training** |
| Appointed member of staff will be required to complete all relevant training courses for the role including safeguarding, GDPR, competency and proficiency driving tests (in line with our insurance provider requirements). |  |  | A & SP |

The East SILC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are made subject to a satisfactory Disclosure and Barring Service check (DBS formally CRB) and medical clearance from Leeds City Council’s Occupational Health Service.

**It is illegal to apply if you are on the children’s barred list.**

The East SILC promotes diversity and wants a workforce which reflects the population of Leeds.