

PERSON SPECIFICATION

Driver – Fleet Services

All the criteria below, both essential and desirable, will be assessed via your application form; further methods will be used to support this in the interview/selection stage should your application progress. Please refer to this document and the job description when completing your application, giving examples. A re-wording of the criteria listed will not guarantee an interview.

Method of Assessment: S - Scenario, I - Interview, P - Portfolio, T - Test, D – Documents

Qualifications and training

Method of Assessment – D, I

Essential:

- Practical or vocational, work-based experience supporting children and/or adults with special educational needs.
- Holding a valid driving licence with category **D1 entitlement**.
- Ability to meet and maintain the Council's required driving standards.

Desirable:

- MiDAS and PATS
- In-house training will be provided practically and online.

The New GCSE Grading System

- Grades 7-9 are equivalent to the old grades A and A*.
- The bottom of grade 7 aligns with the bottom of grade A.
- Grades 4-6 are equivalent to the old grades B and C.
- The bottom of grade 4 aligns with the bottom of grade C



Experience and knowledge

Method of Assessment – [1]

Essential:

- Demonstrated experience in a role requiring compassion, patience, and exceptional communication skills when working with a diverse range of individuals.
- Maintain a thorough understanding of the Highway Code, ensuring full adherence and keeping knowledge up to date

Desirable:

- Experienced in supporting children and adults with special educational needs, ensuring their safety, wellbeing, and inclusion always.
- Proficient in conducting comprehensive vehicle checks and consistently adhering to council policies, procedures, and compliance requirements.
- Skilled in driving minibuses, accessible transport vehicles, and PSV, with a strong focus on passenger safety, comfort, and regulatory adherence.

Specialist skills and abilities

Method of Assessment – [1]

Essential:

- Demonstrates excellent customer care skills, ensuring every service user feels safe, supported and valued.
- Caring and considerate in all interactions, maintaining a warm, respectful and dignified approach.
- Able to uphold high professional standards even when working under pressure or in challenging situations.
- Shows strong commitment to confidentiality, consistently adhering to policies and safeguarding procedures.
- Possesses the ability to empathise with service users, helping them feel safe, comfortable, and understood.



- Holds a good understanding of mobile apps and IT software, enabling efficient digital communication and task management.

Desirable:

- Experience of school transport
- Understanding of special needs provision
- Knowledge of a range of neurodiverse conditions including autism, epilepsy, mobility problems, behavioural difficulties and sensory impairments.
- Knowledge of using child seats, safety harnesses and wheelchair clamping systems

Personal skills and attributes

Method of Assessment – **[1]**

Essential:

- Outstanding customer service skills along with the ability to build good rapport with a diverse range of people
- Demonstrate strong teamwork skills by collaborating effectively with colleagues, offering support when needed, sharing information appropriately, and contributing to a positive, cooperative working environment.

Fluency Duty

Essential – Communication (Fluency Duty) – delete as appropriate, for guidance discuss with your SHRBP

This role is subject to the Fluency Duty under the Immigration Act 2016. The postholder will be required to demonstrate an appropriate level of spoken English where this is a regular and intrinsic part of the role.

- *This criteria applies in accordance with the statutory [Fluency Duty for public facing roles](#)*

Desirable:

- **[[list]]**



Decision making impact and innovation

Method of Assessment – [1]

Essential:

- Understand and implement risk assessments effectively
- Ability to use own initiative in challenging or unexpected circumstances
- Excellent time management skills with the ability to adapt to changing schedules, operational demand and passenger safety

Desirable:

- An awareness and understanding of safeguarding and procedures

Special working conditions

Method of Assessment – [1]

Essential:

- **Working split shifts (between 6am and 10.30am / 2pm and 6pm) term time only**
- Willingness to undertake in house training, practically and online
- Children's contracts will be term time only
- Flexibility to work on different routes as required
- During a Pandemic, Epidemic or Major Incident or Emergency you may be asked to work from home or other location and on occasion to undertake duties that are not stated in your Job Description or Person Specification where there is a skill, competency, and experience match

Desirable:

- **[[list]]**

