

Sandwell Metropolitan Borough Council
EDUCATION AND LIFELONG LEARNING
p.66 (rev. 1/95)

Personnel Specification

Post Title Minibus Driver	School/Centre ORCHARD	Completed by Date:- January 2019
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The Personnel Specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Personnel Specification is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

	Essential Requirements	N/A	How Identified
<p>1. Physical</p> <p>What does the job require in the way of:- Appearance, manner, speech, general health, voice etc? Consider the real needs of the job. Be particularly wary about setting age limits, which actively discriminate against specific age groups and disabled people.</p>	<ul style="list-style-type: none"> - Good health record - Smart appearance - Clear speech - Pleasant manner - Ability to lift - Need to pass an occupational medical 		<p>Job and medical history from application form and reference. Performance on interview process.</p>
<p>2. Qualifications</p> <p>What does the job require in the way of: level of formal qualifications required to carry out the job? Describe these by level of attainment and by subject matter where appropriate or appropriate, e.g. Degree, HNC, Professional qualifications, GCSE's, CIPFA etc. Consider carefully whether these are absolutely necessary.</p>	<ul style="list-style-type: none"> - Clean Category B (car) Drivers Licence or a PCV Minibus Licence (D1) - Driver Licence must not have any unspent endorsements 		<p>Formal possession of an appropriate qualification to be verified at interview or from records.</p>
<p>3. Experience</p> <p>What does the job require in the way of: specific related job experience and in what type of working environment? What kind of life experience could supplement or replace this? Which is more important to the success of the job?</p>	<ul style="list-style-type: none"> - Have held a car licence for 4 years with recent experience of minibus driving; or hold a current PCV licence with 2 years recent PCB driving experience 		<p>Past employment activity record. Performance in related selection methods, e.g. presentation, group discussion.</p>
<p>4. Training</p> <p>What does the job require in the way of:- Specific and/or specialist training in order to do the job, e.g. training in recruitment equipment, arc welding, word processing etc.</p>	<ul style="list-style-type: none"> - to undertake council approved minibus course and pass minibus test - PAT's training 		<p>Past training history from application form and records. Selection process by demonstration of ability to display knowledge and skills at interview.</p>

<p>5. Special Knowledge</p> <p>What special knowledge is required in order to perform the job properly, e.g. a knowledge of employment legislation, financial planning, regulations, languages, computer systems, local area etc?</p>	<ul style="list-style-type: none"> - Ability to undertake basic routine maintenance of a minibus 		<p>Qualifications held and demonstration of knowledge at interview</p>
<p>6. Circumstances (Personal)</p> <p>What kind of personal circumstances are required to do the job properly? The ability to work shifts, weekend's etc. The willingness and ability to travel and stay away from home. Willingness to live in, if the job requires. Ability to drive, car ownership.</p>	<ul style="list-style-type: none"> - Able to drive a long wheel based vehicle and pass the Local Authority's Driver's Test 		<p>Ensuring candidates are aware of these requirements from the job description, interview questions and application form details.</p>
<p>7. Disposition</p> <p>How far does the job require:- Being steady, dependable, persevering, persistent, even tenacious, being difficult to distract or discourage. Working readily with others, co-operating, influencing others. Depending on oneself rather than others, relying on own resources, accepting responsibility, leadership qualities, and ability to motivate others. Ability to cope with monotony, neatness, accuracy of work, attention to detail.</p>	<ul style="list-style-type: none"> - Ability to work within a team, but able to work on own initiative - Capable of meeting deadlines and maintain own workload 		<p>Performance in related selection process, e.g. exercises, group discussion, problem-solving, questions etc.</p>
<p>8. Practical and Intellectual Skills</p> <p>What practical and intellectual skills are required for performing the job effectively? Does the person need to be a practically orientated person, should they be able to understand information derived from complex reports? What degree of manual dexterity is needed? Does the applicant need to be mechanically minded?</p>	<ul style="list-style-type: none"> - Be capable of prioritising and sequencing own work load 		<p>Performance in related selection process.</p>
<p>9. Legal requirements</p> <p>Are there any limitations or requirements imposed.</p>	<ul style="list-style-type: none"> - To accept Legal responsibility of prioritising and sequencing own work load 		<p>Application form and interview questioning and reference</p>
<p>Legal Requirements</p>	<p>DBS Clearance This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.</p>		