

PERSON SPECIFICATION

POST: DRIVER

Please ensure that you show **how** you meet the following requirements when completing your application form.

ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT
SKILLS/KNOWLEDGE/QUALIFICATIONS (if any) 1. Practical experience of caring for older people either paid or voluntary 2. Adequate general education 3. Organisational skills 4. Good communicator especially with older people 5. Ability to work on own initiative 6. Motivated and flexible 7. Full driving licence - good driving record 8. Understanding of the needs of older people 9. Ability to support/supervise volunteers 10. Basic administration skills	App Form/Interview Application Form App Form/Interview Interview Interview Interview App Form/Interview App Form/Interview App Form/Interview App Form/Interview
OTHER SPECIFIC REQUIREMENTS 11. Minimum age 25 (Insurance exclusion of inexperienced drivers) 12. Successful driving assessment 13. Flexible to provide cover for holidays/sickness 14. Good health record (no back problems) 15. Ability to assist with transferring clients between standing /sitting	Application Form Carried out by Transport Manager at a later date Interview App Form/Interview App Form/Interview
DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
EXPERIENCE 1. Experience in vehicle maintenance 2. Understanding of working with volunteers	App Form/Interview Interview
OTHER SPECIFIC REQUIREMENTS 3. Willingness to be supervised and work as part of a team 4. First Aid qualification 5. Knowledge of Health & Safety	Interview Application Form Application Form

