

Person Specification

Post: Community Services Operator (Transport lead)

Post No:

Completed by: Darren Williams

Date: June 2015

A ✓ should be shown against each criterion to indicate whether it will be assessed from the Application Form (A) or at Interview (I)

Essential	How assessed		Desirable	How assessed	
	A	I		A	I
<u>Education & Training</u>					
			First Aid	✓	
	✓		Manual Handling	✓	
			Food Handling Certificate	✓	
<u>Experience & Knowledge</u>					
Experience of dealing with people in a working environment	✓	✓	Experience of working with older people	✓	✓
			Experience of working in a team	✓	✓
			Familiar with the Runnymede area		✓
			Experience of driving vans/minibuses		✓
<u>Personal Qualities/Personality</u>					
Empathy towards peoples' needs		✓			
Able to work on own initiative		✓			
Reliable		✓			
Positive		✓			
Flexible		✓			
Sense of humour		✓			
Able to climb flights of steps and get in and out of vehicles frequently within a short space of time					

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Essential	How assessed		Desirable	How assessed	
	A	I		A	I
<u>Skills</u>					
Ability to undertake basic administration tasks	✓				
Clear verbal communication	✓	✓			
Literate	✓				
Numerate		✓			
<u>Career Objectives</u>					
Prepared to undertake further training which may involve being available for a whole day		✓			
<u>Special Requirements</u>					
To be available to work occasionally on bank holidays and weekends		✓	Clean Driving Licence		✓
Full Driving Licence	✓				
D1 Driving licence category		✓			
Able to climb flights of steps and get in and out of vehicles frequently within a short space of time		✓			
Aged 21 or over (an insurance requirement)	✓	✓			