

**PERSON SPECIFICATION - Driver**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualification/ Requirement</b>	Clean driving license, and ability to drive the company vehicles, including minibus subject to age and licence categories.	NVQ level 2 in Road Passenger Transport or BTEC Level 2 certificate in Transporting Passengers or equivalent
<b>Experience</b>	<p>Previous experience of professional driving service (Bus, PSV, Minibus, People Carrier etc)</p> <p>Previous experience to resolve any faults/issues with the Vehicle as appropriate in line with the skills and qualifications.</p>	Experience in working with older residents and those within a care environment.
<b>Knowledge</b>	<p>Knowledge of safe working practices and related Health and Safety considerations</p> <p>Knowledge of Highway Code</p> <p>Knowledge of the laws and regulation covering licensing, insurance and road use.</p> <p>Knowledge of local area, including street names, major landmarks and one way systems</p>	
<b>Skills &amp; Abilities</b>	<p>An understanding of the type of difficulties that Greensleeves Care residents may face.</p> <p>Ability to attend work and carry out all related tasks punctually and reliable</p> <p>Ability to manage own time to deal with multiple tasks effectively</p> <p>Ability to take decisions and action on basis of own initiative</p>	

	<p>Ability to work to specified schedules/timescales</p> <p>Ability to communicate effectively, both verbally and in writing in order to interact with residents and staff and keep accurate written records.</p> <p>Able to drive safely at all times and respect the company vehicle.</p> <p>At all times present a positive and professional image of the Home to all stakeholders and service users.</p> <p>Excellent initiative, able to work independently without supervision.</p>	
<b>Personal Qualities</b>	<p>Trustworthy, reliable and punctual</p> <p>Able to deal confidentially with residents' and business information</p> <p>Take part in out of hours cover/call out rota if necessary</p>	
<b>Greensleeves Care Values</b>	<p>Ability to demonstrate understanding and apply our workplace values. These are embedded in all roles and applicants must evidence their values.</p> <ol style="list-style-type: none"> <li>1) <b>Respect</b> - You treat residents and colleagues with dignity and value their unique life experiences and personal contributions.</li> <li>2) <b>Openness</b> - You act openly and honestly, building confidence in our intentions and behavior. We choose words and actions that are sincere, not misleading.</li> <li>3) <b>Responsibility</b> - You are committed to meeting the needs of others and behave responsibility towards residents and colleagues, being careful of the choices we make.</li> </ol>	