

## PERSON SPECIFICATION

### POST: DRIVER/REMOVAL PERSON

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

|     | ESSENTIAL REQUIREMENTS  | METHOD OF ASSESSMENT                                 |
|-----|---|--|
|     | <b>SKILLS/KNOWLEDGE/QUALIFICATIONS (if any)</b>   |  |
| 1.  | Full UK driving licence.  | Application Form                                     |
| 2.  | Ability to meet insurance criteria in line with driving commercial vehicles.                              | Application Form                                     |
| 3.  | Successful driving assessment.  | Carried out by the Transport Manager at a later date |
| 4.  | Experience of lifting and handling skills within a commercial environment.                                | App Form/Interview                                   |
| 5.  | Basic literacy/numeracy and ability to maintain manual records.   | App Form/Interview                                   |
| 6.  | Ability to demonstrate working within a team environment as well as working on own initiative.            | App Form/Interview                                   |
| 7.  | Experience of communicating with the general public.  | App Form/Interview                                   |
| 8.  | Willingness to be supervised.   | App Form/interview                                   |
| 9.  | Motivated and flexible, good timekeeping.   | App Form/Interview                                   |
| 10. | Willing to undertake general cleaning of the vehicles and the shop.                                       | App Form/Interview                                   |
| 11. | Willing to undertake general vehicle maintenance checks, in line with the Transport Manager's guidelines. | App Form/Interview                                   |
| 12. | Knowledge of Health and Safety in relation to working practices.  | App Form/Interview                                   |

Ref: Driver/RemovalPerson:Sept14