



**AGE UK HERTFORDSHIRE
PERSON SPECIFICATION**

POST TITLE:	Minibus Driver/Activity Assistant	
The requirements stated below relate solely to the duties and responsibilities laid out in the Job Description. Applicants should provide evidence of their ability to meet the following criteria. NB: In your personal statement, you should cover <i>all</i> criteria in turn, as each will be assessed and marked during short-listing.		
	CRITERIA	METHOD OF ASSESSMENT
	KNOWLEDGE	
1	Knowledge of lunch club services	A
2	Knowledge of the voluntary and statutory sector	A
	SKILLS & ABILITIES	
3	Ability to assist clients to and from the minibus safely and lift and handle wheelchairs when required	A & I
4	Good communication skills	I
	EXPERIENCE	
5	Experience of driving a minibus	A & I
6	Experience of working or volunteering with older people	A & I
7	Working with volunteers	A & I
	QUALIFICATIONS, TRAINING & EDUCATION	
8	Current clean driving license with category D1 enabling driving of minibus. (Essential)	A & I
	ATTITUDE & PERSONAL CIRCUMSTANCES	
9	Positive attitude towards regular training	A & I
10	Reliable	A & I
11	A practical, caring disposition.	I
12	Sensitivity towards and understanding of the needs of older people and the contribution they make to our society.	I
13	Common sense and a flexible approach to work	I
14	A willingness to cover for other day care staff during periods of absence.	I
15	Must be aged 25 or over for insurance purposes	A

Methods of Assessment: Key to abbreviations	
A	Application
I	Interview