



Metropolitan Borough of Wirral

Employee Specification Form

Post Number	E/999/25/01
Job Title	School Escort
Department	CYPD – Transport
Prepared by and date	K Griffiths Transport 21/05/2013

Important: Employing Department - Study “Explanatory Notes” printed overleaf before completing – Applicants do not complete this form

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications		Basic standard of Literacy and Numeracy First Aid Certificate	Interview & App' Form
Experience		Previous experience of dealing with children or adults with special needs. Previous experience of working with children	Interview & App' Form
Knowledge and skills		Good communication skills, oral and written. Ability to work unsupervised and use own initiative.	Interview & App' Form
Special Requirements Awareness and ability to maintain confidentiality Ability to work under pressure Ability to be available at short notice An understanding of and an ability to deliver excellent services to all customers Ability to attend training courses when required. This post is subject to a medical and enhanced DBS check	Interview interview interview interview	Awareness of learning disabilities and various medical and physical incapacity Ability to deal with conflict and anti-social behaviour Understanding of confidentiality	Interview & App' Form

Employee Specification Form

These notes should be studied carefully before completing the form overleaf.

List the personal attributes required to fulfil the duties listed in the job description.

They must be:

- set at a level appropriate to the work to be done and *not* higher than necessary
- stated clearly and specifically
- entirely job related

Essential or Desirable

- Essential

Those requirements without which a candidate would be simply unable to do the job.

Any candidate who does not meet the essential requirements must be rejected.

Examples could be the possession of current driving licence or relevant qualification.

- Desirable

Those requirements which are desirable, but not essential.

A candidate should not be rejected for failing to meet any single desirable requirement.

Examples for certain jobs could be local government experience or knowledge of new technology.

Personal Attributes

- Qualifications

What qualifications, if any, should the postholder possess?

To what level

- Experience

What experience, if any, is relevant?

- Knowledge and Skills

Is there any knowledge (other than that covered by qualifications listed) or skills which are relevant? What should the postholder be able to do?

Do not list attributes which cannot be measured, eg “pleasant personality”, “flexible outlook”. Identify only what the postholder needs to do that requires him/her to be pleasant and flexible. Is it that the person needs to communicate effectively with callers (pleasant) or will need to work flexible hours (flexible).

Try to specify the levels of skills that are required, eg if numeracy is specified as a requirement, you should indicate the levels of skill, ie keeping records of petty cash or able to control and monitor substantial budgets.

- Special Requirements

Are there any conditions of service which differ from the norm and with which the postholder must comply? eg live-in requirements, flexible working hours, weekend working.

Stage Identified

Indicate at which stage in the selection process the personal attribute is to be identified, eg application form, interview, tests, references, etc