

Person Specification

Transport Manager/November 2022

Requirements	Essential	Desirable
Knowledge	Good working knowledge of Microsoft Products (Word, Excel and Outlook)	
Experience	Experience of using databases	Experience with managing transport systems (buses etc) Some experience of supervising/managing staff would be useful but not essential
Skills and Aptitudes required	Accurate data input skills	
Personal Qualities required	Ability to work effectively with a wide range of people to include parents, students and colleagues to get the best out of people Confidentiality, tact and diplomacy Teamwork Flexible & Adaptable Planning & organising – ability to prioritise work and manage conflicting priorities Good communication skills – both written and oral Initiative Good attention to detail	An interest in education and schools