



Person Specification		
Post title	Senior Travel Support Officer	Grade J - (SCP, 26) £36,124 - (SCP,28) £37,938

**\*\*\* This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months \*\*\***

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

Shortlisting Number	Criteria	Method of assessment
<b>Skills, knowledge, experience</b>		
S1	Experience of planning <i>co-ordination and delivery of travel training</i> , with supervision responsibility and an understanding of strategic outcomes.	CV//SS
S2	Experience of working with a multitude of service users with a variety of learning needs and disabilities with a person centred approach.	CV//SS
S3	Experience of multi-agency working, liaising professionally with staff at all levels and members of the public.	CV//SS
S4	Experience of working within a classroom environment <i>Delivering workshops, support and advice to pupils, families and schools.</i>	CV//SS
S5	Extensive experience in the use of IT including Microsoft Office Suite including the ability to create complex spreadsheets and presentations.	CV//SS
S6	Knowledge of relevant legislations and policy e.g. Children and Families Act 2014, Disability Discrimination Act, The Care Act 2014.	CV//SS
S7	Good communication and organisational skills with the ability to and work under pressure.	CV//SS
S8	Ability to meet strict deadlines and work under pressure and communicate effectively at meetings and through written reports.	CV//SS
S9	Ability to work with a minimum of supervision and the ability to work on own initiative.	CV//SS

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S10	Ability to produce reports with a full analysis and evaluation of data.	CV//SS
S11	Ensuring Health and Safety legislation is adhered to and to undertake regular risk assessments.	CV//SS
<b>Personal attributes and circumstances</b>		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	CV/I
<b>Communication</b>		
C1	A demonstrable willingness to share information and work with other people, including the ability to listen, communicate with and understand others, taking account of other people’s points of view.	CV/I
<b>Qualifications</b>		
Q1	• Relevant qualifications in literacy, numeracy and Information Technology (GCSE A-C, European Computer Driving Licence or equivalent).	C
	• NVQ Level 3 in Childcare and Education, NND, Health and Social Care Qualification would be desirable.	C
	• Level 2 OCN Travel Training Qualification is highly desirable.	C

**CV/SS** = Curriculum Vitae/Supporting Statement **A** = Application Form **C** = Certificate **E** = Exercise **I** = Interview  
**P** = Presentation **AC** = Assessment Centre **T** = Test

**Where the post involves working with children, in addition to a candidate’s ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:**

- **Motivation to work with children and young people.**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Emotional resilience in working with challenging behaviours.**
- **Attitudes to use of authority and maintaining discipline**

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*Knowsley Council*

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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