



Person Specification			
<b>Post title</b>	Travel Support Officer	<b>Grade</b>	Band G

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 dealing with highly complex and challenging situations.	CV/SS, I
S2	Experience of multi-agency working and participating in multi-agency meetings.	CV/SS, I
S3	Experience of working in a team and supporting a strategic approach.	CV/SS, I
S4	Experience of delivering training programmes.	CV/SS, I
S5	Extensive experience in the use of IT including Microsoft Office Suite including the ability to create complex spreadsheets and presentations.	CV/SS, I
S6	Understanding of the Social Model of Disability and Inclusion.	CV/SS, I
S7	Knowledge of relevant legislations and policy e.g. Children and Families Act 2014, Disability Discrimination Act, The Care Act 2014.	CV/SS, I
S8	Good organisational and planning skills and ability to work under pressure.	CV/SS, I
S9	Ability to work on own initiative.	CV/SS, I
S10	Ability to set up and maintain a spreadsheet to record Travel Training information as required.	CV/SS, I
S11	Good communication skills both oral and written.	CV/SS, I
S12	Ability to meet strict deadlines and work under pressure and communicate effectively at meetings and through written reports.	CV/SS, I
S13	Ability to work with a minimum of supervision.	CV/SS, I
S14	Ability to liaise professionally with staff at all levels and members of the public.	CV/SS, I

June 2025





S15	Ability to analyse and evaluate data.	CV/SS, I
<b>Personal attributes and circumstances</b>		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I
P2	A demonstrable willingness to share information and work with other people.	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/SS, I
<b>Qualifications</b>		
Q1	Relevant qualifications in literacy, numeracy and Information Technology (GCSE A-C, ECDL or equivalent).	CV/SS, C
Q2	NVQ Level 3 in Childcare and Education, NND, Health and Social Care Qualification would be desirable.	CV/SS, C
Q3	Level 2 OCN Travel Training Qualification is highly desirable.	CV/SS, 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**

June 2025





*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.

*June 2025*

