

Age UK Hertfordshire

Job Description

Job Title/ position	Minibus Driver/ Club Assistant
Department	Active Ageing
Location	Florence Longman House Club, Apsley
Hours	6 hours per week to be worked: Tuesday 9.00am – 3.00pm
Salary	£3,596 per annum (£20,976.84 FTE)
Reports to	Club Leader
Benefits/ entitlements	Travel expenses at 45p per mile are paid for the use of your car insured for business purposes in the course of your work. It does not include travel from home to normal place of work.

Scope:

- Age UK Hertfordshire is an independent charitable organisation, which observes the values, principles, standards and good practice of the Age UK Federation; and consequently has been granted a licence to use the well-known name, Age UK Hertfordshire (AUKH), which is respected throughout the county.
- Our mission is quite simply to “improve the lives of older people in Hertfordshire”, and work to ensure that older people in Hertfordshire are valued, able to live well and retain their independence throughout later life.
- We provide detailed information about our organisation and the range of services we provide on our website www.ageuk.org.uk/hertfordshire

Main purpose of the post:

- Collect clients from their home and take to our clubs and return them home at the end of the day.
- Assist the Club Leader and Activity Assistants at the centre with activities, lunches and on outings.

Responsibilities/ Duties / tasks

- Check that the vehicle is roadworthy, by checking oil, coolant, windscreen washer fluid, tyres, fuel and lights and wipers are functioning properly.
- Assist frail clients to and from the minibus in a safe manner.
- Ensure wheelchair bound clients are securely clamped in position according to the manufacturer's instructions.
- Help with the activities organised at the Club
- Help with the serving of lunches and cleaning of the kitchen
- Ensure minibus is left in a clean and tidy condition
- Attend training and one to one or team meetings as requested by the line manager
- Pass on to Club Leader or AUKH office any relevant information regarding client health and safety.
- Clean inside of vehicle when necessary

'In addition to the duties and responsibilities list, the job holder is required to perform other duties assigned by the line manager from time to time which are commensurate with capability and status'.

Additional Information

Confidentiality: Attention is drawn to the confidential aspects of this job and personal responsibility and liability under the General Data Protection Regulations 2018. Matters of confidential nature, including information relating to clients or staff, must not under any circumstances be divulged to any unauthorised person.

Health & Safety: The post holder is required to take reasonable care of their own health and safety and that of other people who may be affected by their acts or omissions at work and to ensure that statutory regulations, policies and codes of practice and departmental safety rules are adhered to.

Equality & Diversity Policy Statement: We believe that equality for all is a basic human right and actively oppose all forms of unlawful and unfair discrimination. We celebrate the diversity of society and are striving to promote and reflect that diversity within this organisation.

DBS: ENHANCED CHECK

ID BADGE: YES

APPOINTMENT OF THIS POSITION IS SUBJECT TO SATISFACTORY REFERENCES.