

## JOB DESCRIPTION & PERSON SPECIFICATION

<b>Job Title:</b>	Day Care Support Assistant & Driver
<b>Reporting to (Job Title):</b>	Day Care Coordinator
<b>Grade:</b>	£12.77 per hour – Band 3
<b>Hours of Work:</b>	Tuesday to Thursday, 8.30am-4:30pm
<b>Place of Work:</b>	Northampton based – but would require cover across the county
<b>Purpose of Role:</b>	To provide a high-quality, safe, and compassionate service to older people by combining transport, day care support, and community-based assistance. The role supports individuals to maintain independence, access their community, and engage in meaningful wellbeing activities while ensuring dignity, safety, and inclusion.
<b>Main Tasks:</b>	<ul style="list-style-type: none"> <li>• Safely drive adapted minibuses to transport older people in accordance with all legal, safety, and organisational requirements.</li> <li>• Carry out daily vehicle safety and maintenance checks, ensuring all documentation (e.g. mileage logs, defect reports) is completed accurately.</li> <li>• Ensure the safe use, handling, and maintenance of mobility equipment such as wheelchairs, restraints, and clamps.</li> <li>• Plan and follow transport schedules, reporting any issues such as passenger absences, safeguarding concerns, or vehicle problems promptly.</li> <li>• Maintain vehicles in a clean, safe, and roadworthy condition at all times.</li> <li>• Provide high-quality care and support to older people, ensuring dignity, respect, and the promotion of independence at all times.</li> <li>• Assist clients with personal care needs where required.</li> <li>• Support the planning and delivery of recreational, therapeutic, and social activities that promote physical and mental wellbeing.</li> <li>• Assist with the preparation, serving, and clearing of meals.</li> <li>• Monitor and respond to clients' wellbeing, reporting and recording any concerns appropriately.</li> <li>• Encourage and enable participation in community-based and centre-based wellbeing activities to reduce social isolation and promote independence.</li> <li>• Provide practical and emotional support during outings and day trips, ensuring safety and inclusion at all times.</li> <li>• Work collaboratively with colleagues, volunteers, and partner organisations to deliver a coordinated service.</li> <li>• Maintain accurate records and complete all required documentation in line with organisational procedures.</li> <li>• Undertake all mandatory and role-specific training</li> <li>• Attend meetings and contribute to service development where required.</li> <li>• Adhere to all health &amp; safety, safeguarding, and organisational policies and procedures.</li> </ul>

The duties and responsibilities outlined above are not exhaustive and are intended as a guide to the role. The post holder will be expected to adopt a flexible approach and undertake any reasonable duties required to meet the changing needs of the service. These duties will be subject to periodic review and may be amended accordingly. The post holder will be expected to participate in this process, and Age UK Northamptonshire will aim to reach agreement on any changes.

## Person Specification

	Essential (E) /Desirable (D)
<b>Education/ Training</b> <ul style="list-style-type: none"> <li>• D1 driving licence</li> <li>• MiDAS training or willingness to undertake</li> <li>• Manual handling training</li> <li>• Basic First Aid</li> </ul>	 E E D D
<b>Experience/Skills and Abilities</b> <ul style="list-style-type: none"> <li>• Experience working with people in care, community or transport roles</li> <li>• Confident in using IT systems, including email, databases, and digital record-keeping</li> <li>• Understanding of safeguarding and adherence to health &amp; safety guidelines</li> </ul>	 D E E
<b>Values and Personal attributes</b> <ul style="list-style-type: none"> <li>• Compassionate and respectful – treats people with dignity, empathy, and understanding</li> <li>• Trustworthy and dependable – reliable, consistent, and acts with integrity</li> <li>• Professional – competent, accountable, and committed to high standards</li> <li>• Friendly and approachable – builds positive, reassuring relationships</li> <li>• Supportive and person-centred – empowers independence and choice</li> <li>• Adaptable and calm under pressure – responds effectively to changing needs</li> <li>• Willingness to undertake training and continuously develop knowledge and skills</li> </ul>	 E  E E E E E E
Prepared By: Lynette Emary	Date: 1.5.26
Authorised By:	Date: