

## JOB DESCRIPTION

**Relief Mini-Bus Driver**

|  |  |  |  |
| --- | --- | --- | --- |
| **Post Title:**  **Department:**  **Responsible to:**  **Based:** | Relief Mini-Bus Driver  Specialist Services  Day Centre Manager  Sybil Levin Centre | **Pay Scale:**  **Hours of Work:**  **Date of issue:** | £9.00 per hour  AUNN living wage  Casual, on an as and when needed basis (for cover purposes)  July 2019 |

**PURPOSE OF THE DEPARTMENT/SERVICE**

The Sybil Levin Day Centre provides specialist support for people with dementia alongside additional support services such as assisted bathing.

The Age UK Notts catering business is a new venture providing catering for business and private use.

**PURPOSE OF THE POST**

We are seeking a minibus driver with exceptional driving and interpersonal skills to provide a sensitive transport service for people attending the centre. You will collect each person from their home address in the morning and return them home at the end of the day. The post requires you to do split shifts to enable both pick up and drop offs.

For the catering business. To support the catering business by primarily shopping and delivering buffets for both business and private use.

**KEY DUTIES & RESPONSIBILITIES**

The post holder is expected to demonstrate an acceptable level of competence in their role for each of the key duties and responsibilities listed below. Competence means demonstrating the required skills, abilities, attitude and behaviours in your work role.

**Communication and Customer Service** **(C&C)**

1. To drive the Centre minibus bringing older people to and from the centre.
2. Assisting the minibus escort by helping each person on and off the minibus.
3. To undertake the daily runs to the supermarket to pick up food donations and dispose of any unused food in accordance with instructions from the Day Centre Manager or Day care Organiser/Deputy.
4. To carry out any daily, weekly and/or monthly shopping as required by both the Sybil Levin centre and the catering business
5. To drive the catering business refrigerated van, delivering buffets to a range of customers.

**Planning and Organisation** **(P&O)**

1. To be responsible for route planning for the centre minibus to ensure that service user journeys to and from the centre are kept as short as possible with guidance from the Day Care Organiser/Deputy.
2. To be responsible for route planning and delivery times for the catering business, where applicable

**Recording & Monitoring** **(R&M)**

1. To record mileage and be responsible for refueling the minibus.
2. Record and monitor catering food temperatures on relevant catering business deliveries

**Quality (Q)**

1. To ensure that all vehicle checks are undertaken on a daily basis and be responsible for its day to day maintenance eg water, oil levels, and a log of such checks.
2. To keep the bus clean and tidy.
3. To ensure the safety of service users whilst they are on the minibus (ensuring seat belts are worn) as well as when they are entering and exiting the minibus.
4. To ensure that the bus is kept running safely and legally at all times and to report back any bus or other problems to the Centre Manager or Day Care Organiser as soon as they arise.
5. To provide driver cover for the charity as needed and with mutual agreement.

**Charity Focus** **(CF)**

1. To be flexible and to be prepared to drive the bus for outings, when required.

**Team Work** **(TW)**

1. To work in harmony with the escort to ensure the smooth running of the minibus service.

**Specialist Knowledge** **(SK)**

1. Understanding the needs of older people with dementia.
2. Knowledge of food handling requirements.

*Please note that all posts within the charity carry this level of expectation.*

**Charity Responsibilities - Standard Clauses**

Your Needs

* You will keep under review your own developmental needs, keep yourself informed of current issues and be alert to the Age UK Notts training programmes and policies and attend all supervision meetings advised by your line manager. It is your responsibility along with your line manager to identify training and development needs and to inform your line manager of these (C&C, P&O).

Equality and Diversity

* You will uphold the Age UK Notts Equality and Diversity policies and practices thereby promoting fair and quality services to all. If Age UK Notts deem you have breached any of these policies this may be dealt with under the disciplinary procedure. All policies can be viewed on Yammer - please ensure you refer to the Equality and Diversity Policy and the Bullying and Harassment Policy (Q, CF).

Health and Safety

* You will take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties, in accordance with the provisions of Health and Safety legislation and actively encourage, promote and reinforce all Health and Safety procedures in accordance with the guidelines laid down in the Age UK Notts Health and Safety Manual (Q).
* You will exercise proper care in handling, operating and safeguarding any equipment or appliance provided, used or issued by Age UK Notts or provided by a third party for individual or collective use in the performance of your duties (Q, C&C).

Safeguarding

* You will raise any concerns regarding safeguarding and report all allegations of abuse in line with the Age UK Notts Safeguarding policy (Q, CF, C&C).

Customer Care

* You will promote and deliver services in a way which is sensitive and responsive to those receiving such services and be aware of and implement the Age UK Notts customer care policies and service level agreement requirements (if applicable) (C&C, Q, CF).

Professional Integrity

* You will maintain at all times the professional integrity of the Charity and represent its main interests in any dealings with other bodies, groups and individuals (CF, Q).

Quality Assurance

* You will uphold and proactively contribute to the Age UK Charity Quality Standard (Q, CF).

Other

* Participate in, and promote fundraising & income generation (CF, C&C).
* Promote all Age UK Notts services and trading products (CF).
* You will attend staff meetings, the annual staff conference and other meetings as requested in order to keep up to date with information within the Charity (CF, C&C, Q).
* You will provide for your line manager regular timesheets, and any other reports or information as required (C&C).
* You will carry out any other specified tasks that may be reasonably required by the relevant Manager, with the proviso that any changes of a permanent nature will be included in the job description (TW).

This job description is intended as a summary of the main elements of the job described. They may be varied from time to time in consultation with the job holder without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

**I confirm that I have discussed the content of this Job Description with my line manager and that I understand its content.**

**Name of Employee:**

**Signature of Employee: Date:**

**Name of Supervisor:**

**Signature of Supervisor: Date:**

# 

**Person Specification**

## JOB DESCRIPTION

**Relief Mini-Bus Driver**

**Please indicate on enclosed application form evidence to show why you fulfil each individual point below:**

**Essential**

1. The ability to relate well to frail older people and those with dementia and to be sensitive to their needs (SK)
2. To be aware of all safety issues in providing a transport service (Q)
3. To hold a full UK driving license (SK)
4. To have passed a community transport test or to have appropriate driving qualifications for the post. To take a minibus test if required. (SK)
5. To have the ability to keep accurate and up-to-date records for the bus (R&M)
6. To have the ability to work as part of a team and to help where needed (TW)
7. Knowledge and understanding of Equality and Diversity issues and a commitment to implement the Age UK Notts Equality and Diversity policy (C&C, Q).
8. To be flexible and be prepared to drive for outings/ deliveries, etc., if required, outside normal working hours (CF)



**Summary of Main**

**Conditions of Service**

**Relief Mini-Bus Driver**

**Salary:** £9.00 per hour, AUNN living wage (£17,316 p/a, FTE)

**Start Date:** As soon as possible

**Hours of Work:** Casual, on an as and when needed basis (for cover purposes)

Age UK Notts consider a full-time working week to be 37 hours, Monday to Thursday 9.00 a.m. to 5.00 p.m. and 9.00 a.m. to 4.30 p.m. Friday with 30 minutes for lunch (which is unpaid). Age UK Notts operates a scheme of flexible working hours.

**Holidays:** 24 working days (pro rated for part time hours). Employees are granted 8 Public Holidays. One additional days leave is added to the annual leave entitlement for each year of service up to a maximum of 8 additional days.

**Mileage**

**Allowance:** Currently 45p per mile.

**Pension:** The Charity will contribute 4% of basic salary into our NEST pension scheme after 3 months service with a phased employee minimum contribution rising to a maximum of 4% from 1st April 2019 (in line with auto-enrolment rules). However employees may contribute more than the minimum required employee contribution.

**Place of Work:** Sybil Levin Centre, 577a Nuthall Road, Cinderhill, Nottingham.

**Timetable for Appointment**

**Post Advertised:** November 2019

**Closing Date:** Open ended

**Short-listing:** TBC

**Interviews:** TBC

**N.B.** Due to financial constraints, applicants who are not short-listed will not be notified. If you have not received an invitation to attend an interview within three weeks of the closing date you may assume that your application has not been successful.