**** Job Description

# Job Title Driver/Facilities Assistant

**Location Henshaws College, Harrogate**

**Salary** £9.18 per hour / £13,789.74 per annum

**Band**

**Hours per Week** 32.5 (8.30-15.30 Mon-Fri) 40 weeks per year

**Annual Leave** 25 days plus 10 Statutory holidays (pro-rata for part time / term time roles)

**Reports to** Facilities Manager/Head Housekeeper

**DBS Check Enhanced Check with adult barring list and child barring list**

**Job Summary**

To provide safe and reliable transport for students to and from various locations. Provide porter duties across all Henshaws locations based in Yorkshire.

**Key responsibilities**

* Responsible for the safe collection and transport of students
* Arrange for appropriate modifications within the designated vehicle to accommodate wheelchair users in good time to avoid affecting timetabled lessons.
* Facilitate entry and egress to and from vehicles as agreed with students and their SEN Care Support Worker
* Provision of general routine vehicle maintenance work as directed by the Maintenance Manager or Senior Maintenance Officer, to ensure health, safety and safeguarding of yourself, passengers and other road users
* To maintain appropriate vehicle records as directed by the Maintenance Manager.
* To positively and constructively respond to transport requests
* To facilitate the movement of furniture and equipment and any other porterage duties as required.
* Assist housekeeping staff with cleaning duties as and when required
* Excellent time management skills to ensure time is fully utilised
* To carry out all duties/tasks will full regard for the Society’s policies and procedures.
* To work flexibly to meet the needs of the business with additional or out of hours and/or weekend work by arrangement, to cover holiday or sickness periods, attendance at events or other extra-curricular activities.
* To act in a professional manner consistent with the Henshaws Guide to Employee Conduct at all times and promote a positive image of Henshaws.
* The post holder must comply with the Health and Safety requirements of the Society, operate within the employee code of conduct, and respect confidentiality at all times.
* Work in a way that demonstrates our society values

**General**

* Attend all Henshaws mandatory and compulsory training sessions, taking responsibility to ensure training is up to date at all times.
* Take responsibility for your own personal and professional development, including CPD where appropriate.
* Demonstrate a commitment to Henshaws Strategic Aims
* Facilitate training and knowledge sharing across Henshaws and other providers where appropriate.
* Adhere to and support others to uphold Henshaws Values: Inspiring, Proactive, Sharing, Compassionate, Empowering, Informed
* Offer a flexible approach to working hours to meet the needs of the organisation.
* Represent Henshaws in professional manner at all times, contributing to fundraising, marketing and recruitment activities for Henshaws Society as required.
* The employee may on occasions be called upon to undertake work in other locations in order to ensure obligations to students, service users and third parties are fulfilled.
* Comply with Henshaws Health & Safety requirements and be aware of and adhere to current Henshaws policies and procedures
* Any other duty as required by the line manager commensurate with the post.

Person Specification

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the
desirable criteria to produce the shortlist. All disabled candidates who meet the minimum essential criteria will be included on the shortlist.

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|  | **Criteria** | **Essential/Desirable** | **How Identified** |
| **Skills & Experience** | Experience of aiding those with mobility issues to access transport in a safe, respectful and appropriate manner  | **Essential** | Application form/Interview |
| Experience of driving vehicles in the transportation of young people with special educational needs and disabilities | **Desirable** | Application form/Interview |
| Previous experience of driving a mini-bus | **Desirable** | Application form/Interview |
| Willingness to support students in a way that promotes their independence and development | **Essential** | Application form/Interview |
| The ability to keep calm under pressure | **Essential** | Application form/Interview |
| Enthusiastic, respectful and sensitive attitude to our client group | **Essential** | Application form/Interview |
| Awareness and respect of student’s rights | **Desirable** | Application form/Interview |
| **General & Specialist Knowledge** | Knowledge and experience of health and safety issues relating to this area of work | **Desirable** | Application form/Interview |
| Experience of routinely maintaining road vehicles (refueling, checking oil, water, tyres, etc) | **Essential** | Application form/Interview |
| Previous experience of working with people with learning disabilities/BESD/ASD | **Desirable** | Application form/Interview |
| Ability to promote the student group in a positive and professional manner | **Essential** | Application form/Interview |
| Awareness of equal opportunities issues relating to this area of work | **Desirable** | Application form/Interview |
| **Education & Training** | MiDAS qualification or willingness to obtain on commencement of employment. | **Essential** | Certificate/Interview |
| IT literate with a good standard of literacy and numeracy | **Essential** | Application form/Interview |
| To fully support our students you must be able to cope with the physical demands of the role, including pushing a wheelchair, hoisting etc. if required after having training | **Essential** | Application form/Interview |
| **Special Requirements** | Full UK Driving licence with D1 category or willingness to obtain D1 on commencement of employment  | **Essential** | Application form/Copy of licence |
| Able to undertake duties that include moving and handling | **Essential** | Application form/Interview |
| Flexible approach to working hours and ability to work the hours which meet the establishment’s need.  | **Essential** | Application form/Interview |
| Commitment to undertaking any training & personal development required which may take place in college holidays | **Essential** | Application form/Interview |
| A commitment to promoting and safeguarding the welfare of students | **Essential** | Application form/Interview |
| Adhere to Henshaws Values Inspiring. Proactive. Sharing. Compassionate. Empowering. Informed | **Essential** | Application form/Interview |

Henshaws will make every endeavor to make any reasonable adjustments for applicants who require assistance in carrying out their duties due to a disability.

Henshaws is committed to safeguarding vulnerable adults and children. The post holder may be required to complete an enhanced DBS disclosure check including barring lists for Adult and/or child barring services.

Henshaws is committed to equal opportunities and positively welcomes applications from all sections of the community.