



National Star

Realising the aspirations
of people with disabilities

JOB DESCRIPTION

Site Services Driver/Assistant

ORGANISATION RESPONSIBILITIES

Department: Site Services
Reports to: Site Services Co-ordinator/Transport Coordinator/Transport Team Leader
Head of Building and Site Services

MAIN ROLE

To work within the Site Services Transport team with responsibilities as a Site Services Colleague Minibus Driver being your primary role, with Site Services Assistant being a secondary role.

To work as part of the driving team in providing a first-class transport service, ensuring that students, adult learners and staff are transported safely and on time in accordance with legislative requirements and organisational policy

You will need to be reliable, responsive and effective, customer maintenance service to all sites in accordance with organisation policy, procedures and legislation.

Driving Licence requirement Cat D1 (101 restriction acceptable).

RESPONSIBILITIES

Driver

- Provision of a transport service for the organisation by driving minibuses
- Transportation of service users and staff between locations and undertaking other journeys as required.
- Ensuring all passengers are secure within the vehicle including clamping and unclamping any wheelchair users and safely operating tail lifts.
- Ensuring the comfort, health & safety and welfare of passengers
- To interact with learners and staff appropriately, communicating information regarding delays or vehicle issues in a timely manner
- Undertaking non-passenger journeys on behalf of the organisation including banking, post office, pharmacy collections, material collections and/or deliveries.

- To operate the minibuses and equipment in accordance with the transport policies and procedures including undertaking daily maintenance and safety checks. Ensure any faults or problems are promptly reported and actioned
- Ensuring passenger lists are recorded clearly and correctly
- Ensure that the vehicles are maintained in a Roadworthy condition at all times and that any faults or problems are reported in as soon as practicably possible to the Transport Team Leader or Coordinator.
- To undertake basic vehicle maintenance tasks as required
- To ensure that any requirements to maintain PCV licence are followed and any driving convictions must be reported immediately to the Transport Coordinator *(PCV driver only)*

Site Services Assistant

- Assist with the upkeep of the grounds, gardens and golf course
- Support with general portering, furniture moving / Office relocation as required
- Drive National star vehicles as required, ensuring correct procedures in line with National Star policies are adhered to
- The role will involve a flexible approach to working hours including occasional weekends, provide extra support for special events and snow clearance in the winter
- To provide short term emergency cover for the Site Services Assistants Shift role as and when required
- Willing to travel between all our sites within a 2-hour radius and drive company vehicles on and off-site ensuring support and customer service

General

- To observe the range of National Star policies.
- To ensure that all Health & Safety requirements are adhered to.
- Through personal example and clear action demonstrate a commitment to equality and diversity ensuring equality of access and treatment in service delivery to all.
- Health and Safety Policies and Procedures are followed
- Undertake mandatory and other training relevant to the role
- Assist with other duties when required by Site Services Co-ordinator, Transport Coordinator or Head of Building and Site Services supporting the whole department
- We are an inclusive organisation; therefore, you will also support and facilitate opportunities for learning and personal development and employment for people with disabilities within site services.
- As a member of Site Services, you will be required to support and assist every area of the department if required. This may involve completing duties outside of your skilled profession and working to cover other areas but will be determined by your line manager. You will also be responsible to promote teamwork, inclusion, equality and customer service

SAFEGUARDING

The organisation takes seriously its responsibility for safeguarding and is committed to safeguarding and promoting the welfare of young adults and children. Therefore, we require that all staff share this and act accordingly by applying organisation policy and procedure and attending annual safeguarding training.

EQUALITY & DIVERSITY

Through personal example and clear action demonstrate commitment to equality and diversity ensuring equality of access and treatment in employment and service delivery to all.

HEALTH & SAFETY

Promote the organisation's Health and Safety at Work Policy and Procedure and ensure these are implemented effectively within the department.

Working Hours

Contracted hours will be:

Thur & Fri - 06:00 – 10:00hrs.

on a rota basis managed by the Transport coordinator and asset out at the start of each academic year. This are subject to change at any point following a business need. There is also a requirement to adapt flexibly to workloads, to attend occasional meetings outside of these hours and to support additional events and activities run by or on behalf of the organisation.

This job description sets out a summary of key features of the role. It is not intended to be exhaustive and will be reviewed periodically to ensure it remains appropriate to the role.

The areas for which the post holder is responsible will be kept under review and may change over time in response to emerging priorities and organisational development.

All drivers at the National Star College must hold a full driving Licence at all times. Prior to driving you will be assessed for fitness to drive and you must also pass the college's MIDAS minibus driving test.

Site Services Driver/Assistant Specification

ESSENTIAL	DESIRABLE
<p>Qualifications: A good general standard of education Full Driving Licence with D1 category</p>	<p>NVQ in a building/construction trade First Aid Working at Height Asbestos awareness PASMA & IPAF Manual Handling Mechanical qualification IT Literate</p> <p>Clean driving licence MIDAS qualification</p>
<p>Experience: General building, home improvement experience Previous driving experience Working with people</p> <p>PCV Driver only Previous driving experience under the PCV licence</p>	<p>Carpentry skills Knowledge in Plumbing and Electrics</p> <p>Skill or Trade in the building Industry Current knowledge of Health & Safety Legislation</p> <p>Previous driving work in a customer focussed role Working with young adults or with individuals with disabilities</p>
<p>Skills & Attributes: Good verbal communication Able to problem solve Excellent interpersonal skills Student/Customer focus – able to demonstrate a commitment to achieving high levels of customer satisfaction</p> <p>Good understanding of road safety, operation of vehicles and health and safety Good organisational skills Knowledge of basic vehicle maintenance checks Able to record data Able to plan and recall routes</p>	<p>IT Skills</p>

<p>Personal Attributes: Flexible approach Enthusiastic & self-motivated Responsible and trustworthy Have an appreciation of working with people with disabilities.</p>	
<p>Other: Able to work hours as per rota, to include evenings where required Good general health Commitment to Equality & Diversity Support the ethos of the college & be fit to work with vulnerable adults and children.</p>	<p>Able to undertake clamping and unclamping duties</p>