

## **JOB DESCRIPTION**

**JOB TITLE:** Driver/Caretaker

**JOB NO:**

**GRADE:** Grade A (consultation grade - subject to formal evaluation under the Pay Equity Review) **DIVISION:** Adults Social Care

**NO OF POSTS:**

**SECTION:** Day Opportunities

**POST REQUIRES POLICE / CRIMINAL RECORDS BUREAU CLEARANCE:** YES

### 1. **Job Purpose**

- 1.1 To work as a Caretaker / driver and to be a member of a team in providing a stimulating and quality Day Service to individual service users and their carers.
- 1.2 To maintain a clean, safe and secure working environment for all staff and service Users, whilst promoting and maintaining Health and Safety standards, policies and procedures.

### 2. **Duties & Responsibilities**

- 2.1 To maintain the security of the building, surrounding areas and off site units by locking/unlocking the buildings, checking for damage and repair, and reporting these to management team where necessary.
- 2.2 To carry out on-site maintenance and repairs of equipment and environment, within the remit of the Health and Safety Act and capabilities.
- 2.3 To act as a key worker for the buildings and respond to calls out-of-hours, as and when required.
- 2.4 Assist in the adequate support of cleaning materials, toilet tissues and soap in appropriate areas and deal with any deliveries from suppliers.
- 2.5 To immediately report any repairs or accidents to the management team.
- 2.6 To assist in the general cleaning and maintenance of the buildings as and when required.
- 2.7 To assist and deal with laundry items including use of washing machine and tumble dryer.
- 2.8 To check all fire exits and keep access clear at all times to check that windows and doors are secure when the building is evacuated.
- 2.9 To load, transfer and transport service users to and from the day centre, colleges and other leisure areas/pursuits.

- 2.10 To be responsible for the day-to-day maintenance and safety of vehicles and report any faults to the management team. To record journeys in the vehicle log books and re-fuel the vehicle as and when required.
- 2.11 To drive designated departmental vehicles and pass the departmental driving proficiency test, as and when required. To maintain a clean and current driving licence and report any changes to your driving capabilities and licence, to the management team.
- 2.12 To carry out additional driving responsibilities as directed by the management team and undertake any relevant training that is offered from time-to-time.
- 2.13 To follow advice and act upon instruction given by the Centre Manager/Deputy/Senior and Day Centre Officers in matters relating to the maintenance of a clean and safe environment.
- 2.14 To be sensitive to and act in accordance with the needs of individual service users, whilst promoting an equal opportunity and full social inclusion.
- 2.15 To attend and contribute to staff team meetings on a regular basis. To attend and undertake relevant training as and when offered. To carry out any other duties which may be necessary in order to ensure that the above duties and responsibilities are delivered and maintained.
- 2.16 To carry out any other responsibilities within the scope and spirit of the job purpose and grade as may be required from time to time.

### **3.0 SUPERVISION RECEIVED**

3.1 SUPERVISING OFFICER JOB TITLE: Centre Manager

JOB NO:

3.2 LEVEL OF SUPERVISION

- 1. Regularly supervised with work checked by supervisor.
- 2. Left to work within established guidelines subject to scrutiny by supervisor.
- 3. Plan own work to ensure the meeting of defined objectives.

#### 4.0 SPECIAL CONDITIONS

- This vacancy is exempt from the Rehabilitation of Offenders Act.
- A DBS Check will be undertaken

**Person Specification**

**Post:** Caretaker / Driver  
to formal evaluation under the Pay Equity Review)

**Grade:** A (consultation grade - subject

**Directorate:** Adults Social care

**Section:** Day Opportunities

**Method of Assessment (M.O.A.)** A.F. = Application Form; I = Interview;  
T. = Test or Exercise; C. = Certificate; P. = Presentation.

CRITERIA	ESSENTIAL	M.O.A.
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<b>Education/Qualifications</b> NB: Full regard must be paid to overseas qualifications.	N.A	
<b>Experience</b> (Relevant work and other experience)	<ol style="list-style-type: none"> <li>1. Experience of general D.I.Y and maintenance.</li> <li>2. Knowledge of Health and Safety Regulations and procedures.</li> <li>3. Current clean driving licence.</li> <li>4. Experience of centre, community or voluntary work with Adults with specific needs.</li> </ol>	<p>AF/I AF/I</p> <p>AF/I AF/</p>
<b>Skills &amp; Ability</b> e.g. written communication skills, dealing with the public etc.	<p>*Delete if not applicable An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by <b>Part 7 of the Immigration Act 2016</b></p> <ol style="list-style-type: none"> <li>1. Ability to carry out basic repairs, maintenance and checking systems such as fire alarm and security.</li> <li>2. Ability to keep records and have effective numeracy, written and verbal skills.</li> <li>3. Ability to use own initiative and identify hazards and objects needing repair or reporting.</li> <li>4. Ability to follow and act upon instructions.</li> <li>5. Ability to work as part of a team.</li> </ol>	<p> </p> <p> </p> <p> </p> <p> </p> <p> </p>
<b>Training</b>	<ol style="list-style-type: none"> <li>1. Willingness to undertake training and attend courses including the Minibus Driver Awareness Scheme (MIDAS).</li> </ol>	AF/I/T
<b>Other</b>	<ol style="list-style-type: none"> <li>1. Ability to provide a non-judgemental service to citizens and staff.</li> <li>2. Must hold or willing to work towards a D1 Licence with no current endorsements. You must hold a category D1 licence as it is a statutory requirement or be pre-pared to work towards obtaining and successfully completing one during BCC's 6 months probationary period. The department will fund two attempts for the D1, if you fail to secure, then you have failed your probation and you will not be recommended for permanent appointment. In addition, there is an expectation that you remain an employee of Birmingham City Council (BCC) for a minimum of 2 years after completing D1 training; BCC will request a proportionate repayment of training costs if you choose to leave employment in that time period.</li> <li>3. The department will fund the D1 training and test however you may incur a small charge to update your licence. A MIDAS qualification may be required if you already hold a D1, or if you are successful in obtaining the D1.</li> <li>4. Must have a sensitive approach to the needs and requirements of individuals and their disabilities.</li> </ol>	<p> </p> <p> </p> <p> </p>

All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.