

Job Description & Person Specification



Job Title	
Responsible to	Registered Home Manager
Responsible for	NA
Department/Location	Lifestyles Community Services
Date/ Version	June 2022
Purpose of job	Responsible for safe transportation of service users per their physical and social needs so that they can achieve an appropriate level of independence, wellbeing, and choice in line with their aspirations and abilities.
Key Responsibilities	<ol style="list-style-type: none"> 1. To drive the Foundations Transport to collect and return service users and support other activities. 2. To assist people to move safely in their everyday life both at Strode Park Foundation and elsewhere. 3. To monitor the clients wellbeing and report any change in condition. 4. To maintain the Foundation's transport and report all faults, including the need for fuel and ensuring that passengers are secured and travel safely and comfortably. 5. To support the aims and objectives of our Charity and play a full and active part in working so that at all times this post is providing the highest standard of care to people who use our services. 6. The above list is not exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post. Job descriptions are regularly reviewed to ensure they are an accurate representation of the post.
Expectations	<ol style="list-style-type: none"> 1. Ensure all responsibilities and activities are consistent with the terms and spirit of SPF's policies. 2. Ensure the views and needs of our service users inform and guide your work wherever possible. 3. Adhere to professional standards and legislation in relation to CQC. 4. Adhere to relevant legal and statutory requirements including the Data Protection Act (ensuring appropriate level of confidentiality at all times), Health and Safety at Work Act (ensuring the Health and Safety of own and others at all times) and any other relevant law/legislation. 5. Develop positive relationships with colleagues and other key stakeholders. 6. Keep abreast of internal and external developments and respond accordingly. 7. Attend and contribute to team, departmental and other relevant internal meetings, such as training, supervision and appraisal so that at all times this post, either directly or indirectly, provides the highest standard of care to people who use our services.

	<ol style="list-style-type: none"> 8. Attend and contribute to staff training and any other training identified as appropriate for the role. 9. Contribute to making SPF an environmentally friendly workplace.
Person Specification	
Essential Criteria	<ol style="list-style-type: none"> 1. Clean Driving License 2.
Desirable Criteria	<ol style="list-style-type: none"> 1.
Signed (Employee)	
Print Name	
Date	