

nightingale hammerson

JOB DESCRIPTION

Post Title:	Porter/Mini Bus Driver	
Department:	Property Services	
Full/Part Time: Full Time Work schedule is over 7 days per week and Bank holidays	Hours of Work:	37.5
Postholder Reports to:	Front of House Manager	
Main Purpose of Job To support the Porter service at Nightingale House as well as driving the mini bus for scheduled resident outings		
Equal Opportunities: Nightingale Hammerson is committed to achieving equality of opportunity both in delivering its services and in the employment of people and expects all employees to understand and promote equality of opportunity in their work.		
Health and Safety All staff are expected to take responsibility for their own health and safety, in so far as they can themselves, and to exercise reasonable care and caution in the execution of their duties.		
Nightingale Hammerson Values We expect all staff to display and uphold our core values which are: <ul style="list-style-type: none"> • Compassion • Excellence • Integrity • Respect • Dignity • Teamwork More information on our Mission and Values can be found on our website		
Duties and Responsibilities: <u>Portering</u> To provide a portering service to Nightingale Hammerson and its service users. <ul style="list-style-type: none"> • Transferring residents to and from events, Physiotherapy, Activities Hub, Hairdressing, Concerts etc. • Setting up communal rooms for events • Removal of clinical, domestic and other waste • Movement of dirty laundry from residential and nursing units to the laundry • Distribution of disposables (drinking cups, paper towels & dishwasher chemicals etc_) to the residential and nursing units and issuing of other stores when required • Stock control • Handling of all deliveries and ensuring deliveries are taken to the appropriate area of the home • Movement of furniture • Transfer of deceased residents to the mortuary <u>Fire</u>		

- Fire Marshal duties

Mini Bus

- To take responsibility for the security of the vehicle on and off the premises
- To clean the mini bus inside and out, including seats, flooring, windows, tracking and fixtures and fittings on a regular basis.
- To remove and replace vehicle seats and prepare vehicles for use as directed
- To ensure that First Aid and other are replenished regularly
- To carry out weekly/monthly checks on the mini bus in line with Nightingale Hammerson policy and report any faults.
- To take vehicles to and from nominated garage in the event of any urgent maintenance/annual service

Mini bus – driving for resident activities

- To drive the Nightingale Hammerson minibus based at Nightingale Houses as directed but primarily for residents outings
- Reconfiguration of bus seats to accommodate varying residents numbers
- To assist and escort passengers as directed by the staff/volunteer lead and treat residents, staff and volunteers at all times with dignity and respect.
- Assist residents on and off the bus and around external locations as directed
- To be responsible for the safety of the passengers and the vehicle (Including the securing of wheelchairs, and ensuring that all other aids/resources are securely stored in the vehicle within Health and Safety guidelines.)
- To make both written and verbal reports of any incident affecting passengers or the vehicle which may occur while driving the mini bus
- To have a flexible approach as occasional driving will be evening outings or on a Sunday
- Ability to work from Nightingale House or from the North London home when it is open in 2020/21.

Driving – other

- There will be times when the bus is used for scheduled general errands/deliveries, as directed

Driving Licence

Must hold a clean UK driving licence (D1)

Training

- To attend all mandatory and elective training
- Attend MIDAS training

Policies and Procedures

- To adhere to all Nightingale Hammerson policies and procedures including those on Health and Safety, Equal Opportunities, Safeguarding, Whistleblowing and Sickness

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PERSON SPECIFICATION

Post Title:	Porter/Mini Bus Driver
Department:	Property Services
The requirements listed below are considered to either be essential (E) to successfully undertake the duties and responsibilities of the post or are considered to be desirable (D) .	

Qualifications		
1.	Good level of general education	E
Experience		
2.	Experienced driver qualified to drive light commercial vehicles	E
Knowledge		
3.	To have a knowledge of SW/SE/North London areas.	E
4.	Knowledge of the Highway Code, road safety and vehicles rules	E
5.	Regulations regarding ULEZ and Congestion Charge	E
Skills		
6.	To have the ability to prioritise work within the context of competing demands	E
7.	To have the ability to work effectively with a wide range of people, including elderly people and their relatives, staff and volunteers	E
8.	To be able to communicate and respond to all levels of staff, volunteers and residents	
9.	To be a good problem solver, and be able to work on your own initiative with minimum supervision.	E
10.	To be able to work as part of a team and contribute to the future development of the department	E
11.	To be able to work to deadlines	E
Special Conditions		
12.	Ability to work night shifts, sometimes at short notice, to provide cover for annual leave / sickness etc, and to be flexible if required to work late in relation to driving for residents	E
13.	Physically fit in accordance with the requirements of the work.	E

Drafted By:	Trevor Brown	
Date:	25.06.19	
Current Post-holder:	N/A	