

Hollybank Trust - Job Description

Job Title:	Driver / Residential Home Caretaker
Reporting To:	Residential Managers / Facilities & Maintenance Manager
Overall Aim:	To provide a safe, comfortable, and efficient driving and vehicle maintenance service to ensure that all service users are driven to the correct location as and when necessary. To undertake basic maintenance and repairs as directed by the Facilities & Maintenance Manager, ensuring the efficient and effective day to day running of the residential home.

<i>Main Responsibilities</i>
<i>Role Specific</i>
<p>Driving To provide a safe and efficient driving service to ensure that service users are transported in comfort as and when required.</p>
<p>Service Users and Staff Support To support staff in caring for service users during journeys and off-site visits in order to ensure the welfare of all service users.</p>
<p>Caretaking Responsibilities To undertake, aid and support with basic maintenance tasks that are logged on to the maintenance system which will be allocated to you by the Facilities & Maintenance Manager. Maintenance tasks include but are not limited to;</p> <ul style="list-style-type: none"> • Ongoing repair and odd job work, as necessary. • Hanging shelving • Hanging display boards • Supervision of some maintenance contractors on site as directed. • The movement of furniture and general portorage duties. • Organising and logging information regarding: <ul style="list-style-type: none"> - Water management records and undertaking of weekly checks (reporting of faults) - Fire Marshal records and undertaking of weekly checks (reporting of faults) • Repair door handles, door closures, shelving, locks, basic painting and decorating, window latches. • Repair furniture where possible, build new flat pack furniture, coat hooks and curtain rails. • Fitting toilet roll holders, soap dispensers and paper towel mechanisms. • Small plumbing jobs and replacement of tap washers, toilet seats/handles, plugs and chains to basins. • Change fuses up to and including 13 amps. • Removal of dangerous materials, making areas safe in the event of a hazard arising. <p>General Grounds Maintenance: To contribute to the upkeep of the Residential Homes garden and pathways to ensure they are safe, accessible, comfortable and secure, this includes clearing the grounds of all debris i.e. leaves and snow/ice if required. To make sure any external/grounds faults are logged on the maintenance system and forwarded to the Estates Team.</p> <p>Portorage: To carry out general portorage duties so that goods, furniture, beds and equipment are transported or removed to the appropriate place within the required timescales and are available, using equipment available to aid.</p>

No job description can be entirely comprehensive, and the job holder will be expected to carry out such other duties as may be required from time to time and are broadly consistent with the job description and status of the post within the Trust.

<i>General Responsibilities</i>
<p>Best Practice To maintain an awareness and keep updated with the latest initiatives and thinking, sharing new ideas with colleagues in order to improve organisation performance.</p>

Self-Development To participate in supervisions, PDRs and continuous training and development, and to seek ways of continually achieving self-development and career enhancement; to support the future skills requirements of the Trust. To ensure training needs are regularly identified and assessed and action is taken to develop skills including PDR's completed in a timely manner.
Attitude To act as a professional and positive ambassador for Hollybank in order to support the Trust's mission and profile.
Policy Promotion To actively promote the Trust's Equal Opportunities, Health and Safety, Disability Awareness and Data Protection policies, to ensure that the Trust operates effectively, fairly, and in line with legislative requirements at all times. To maintain a code of cleanliness and sanitation as outlined by the Trust infection control procedures.
Safeguarding To adhere to and follow the Trust's Safeguarding procedures in order to protect the safety of all children, young people, and adults.
Confidentiality In line with the Data Protection Act you will see the use and safe sharing of information as part of their responsibility. You will ensure you work in line with our data protection and information governance policies and procedures protecting and respecting the privacy of our children, young people, and adults.
Flexibility To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation.

Hollybank Trust is committed to developing the skills of its people, in line with its Investor in People status. If you have any query about your own personal development, please speak to your line manager.

HR Office use only

Regulated Activity	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Notes
Last updated	24/05/2021 JB update format

Person Specification

<i>Requirements</i>	<i>Essential or Desirable?</i>	<i>How Assessed?</i>
<i>Qualifications/Education/Training</i>		
Full UK driving license (Max of 3 points)	Essential	<ul style="list-style-type: none"> Application Form References Qualification Certificates
Experience working in a general maintenance/caretaking role	Desirable	
Good standard of DIY skills	Essential	
Able to maintain total confidentiality about Trust matters	Essential	
Conscientious, flexible, trustworthy and reliable	Essential	
Physically fit and active	Essential	
<i>Work Attributes</i>		
An interest in working with adults with disabilities.	Essential	
A positive attitude towards adults with disabilities	Essential	

Excellent verbal and written communication skills including a fluent grasp of the English language	Desirable	<ul style="list-style-type: none"> • Application Form • Interview
An understanding of moving and handling procedures	Essential	
An understanding of the importance of recording and documenting information	Essential	
Ability to follow set procedures	Essential	
IT Literate	Desirable	
Ability to maintain good relationships with all stakeholders	Essential	
<i>Personal Attributes</i>		<ul style="list-style-type: none"> • Application Form • Interview • References
Reliable and committed at all times	Essential	
An ability to work shifts on a rota basis including weekends	Desirable	
Fully committed to the work of Hollybank Trust	Essential	
Able to work to time frames	Essential	

The Trustees reserve the right to amend this document as necessary, after consultation with the individual concerned, in order to reflect changes in organisational requirements and ensure that the future goals of Hollybank Trust are successfully achieved