

JOB DESCRIPTION

Minibus Driver

Location:	Thrive, Reading regional centre, Beech Hill, Reading, RG7 2AT
Reports to:	Client & Garden Manager
Direct reports:	None
Pay:	£10.50 per hour
Contract type:	Permanent
Reporting to:	Client and Garden Manager (Reading)

JOB PURPOSE

To drive Thrive's minibus transporting clients within in Berkshire & Hampshire.

REQUIREMENTS OF THE POST

- Hold a current Minibus Driver Awareness Scheme (MIDAS) certification or be willing to undertake this training/requalification (The training cost will be covered by Thrive).
- Ensure the comfort, safety, and welfare of everyone transported on the minibus
- Supervise and assist passengers boarding and alighting as necessary
- Carry out routine driver vehicle checks, daily and weekly and basic maintenance (checking oil levels, screen wash, etc.)
- Report any vehicle defects, faults, incidents, and accidents to manager
- Be responsible for the cleanliness of the minibuses, inside and out, ensuring the vehicles are clean and roadworthy before and after use
- Refuel the vehicles as required
- Maintain accurate records of vehicle usage
- Be responsible for health and safety of Thrive minibus
- Maintain Thrive reputation through careful and considerate driving
- Undertake any other associated duties as required by the manager

This list is not exhaustive. Amendments and additions may be required in the future, in line with policy and other changes

Successful appointment to this post will be subject to satisfactory references and Disclosure & Barring Service checks. Thrive complies fully with the DBS Code of Practice. Having a criminal record will not necessarily prevent an individual from working for Thrive.

Person Specification

Essential Criteria	<ul style="list-style-type: none">• Hold a category D1 driving licence• Between 25-70 years of age (for insurance purposes)• Ability to maintain accurate vehicle and user records.• Competent to undertake daily and weekly vehicle checks and carry out basic maintenance tasks
Desirable Criteria	<ul style="list-style-type: none">• Experience of driving minibuses or similar vehicles• Knowledge of Reading and Basingstoke area• MiDAS trained or willing to undertake Midas training/requalification• Experienced in using accessible minibuses• Hold a current First Aid qualification• Experience of working with disabled people
Personal Qualities	<ul style="list-style-type: none">• Pleasant approachable personality• Ability to communicate with a wide range of people• Patient and empathetic manner• Ability to work on own initiative• Team player• Reliable and trustworthy• Honest with a sense of responsibility• Understanding of client confidentiality issues• Sensitive to client needs• Willing to undertake training as appropriate

Overview of Terms of Employment & Benefits

Salary: £10.50 per hour.

Working hours: up to 20.5 hours per week*

Mornings: Tuesday - Friday (8.15 am -10.15am)

Afternoons: Tuesday to Friday (2.45pm - 5.00pm)

*Shifts are typically for both the morning and afternoon, but we are open to candidates who are only able to complete morning or afternoon shifts.

Contract: Permanent

Location: Thrive, Reading centre, Beech Hill, RG7 2AT

Probationary period: there is a probationary period of 6 months for new employees, with reviews at 3 months and 6 months. Thrive may extend this period of probation if necessary.

Notice periods: during the probation period, the notice period will be 4 working weeks. After the probationary period, the notice period will be 8 working weeks.

Holidays: In addition to annual holiday entitlement, you are entitled to all statutory holidays and bank holidays, or if work is undertaken on those days you are entitled to straight days off in lieu. Pro rata for part time posts.

Sickness absence: Full salary for the first 20 days; half salary for the next 20 days; subsequent absences at nil salary (apart from any SSP entitlement) until return to work.

Pension: You will be automatically enrolled into Thrive's contributory pension after 2 months employment. Thrive's contribution to the pension scheme is 4% of gross salary and you will be required to contribute a minimum of 4%.

Death in Service Benefit

Employee Assistance Programme: The EAP offers a range of services that are designed to offer you a happy and fulfilling life. This includes access to free counselling services and several information helplines.

My work life solutions: My Work/Life Solutions is your online portal where you can access and manage all your benefits in one convenient place. You have access to a range of discounts and offers on hundreds of retailers.

To Apply:

Please send your CV and a written statement explaining how you meet the full person spec and what you will bring to Thrive, to recruitment@thrive.org.uk by **5pm Thursday 27th January 2022**.

To achieve our goal of engaging as many people as possible in 'gardening for health', we know that our employee team needs to better reflect and represent all of our communities. Therefore, we particularly welcome applicants from a Black, Asian and Minority Ethnic background, and disabled people, as these groups are currently under-represented among Thrive's employees.

Thrive are a Disability Confident Employer and as such we are committed to the employment and career development of disabled people and will offer an interview to give you the opportunity to demonstrate

your abilities at an interview, if you declare that you have a disability and meet the minimum criteria for the job.



By 'minimum criteria' we mean that you must provide us with evidence in your application which demonstrates that you generally meet the level of competence required for each competency as well as meeting any of the qualifications, skills or experience defined as essential.

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Charity No. 277570

Company No: 1415700