JOB DESCRIPTION

Job Title: Driver

Duration: Part Time

Hours: **Thursdays** in school term time – 15:00 – 20:00
Saturdays in school term time – 9:30 – 16:30
School holiday projects (4 weeks in August, October, Feb & May half Term and 2 weeks at Easter) - 4 or 5 days per week – 9:00 – 17:00

Salary: £12.44 per hour

Contract Type: Permanent Part Time or Flexible

Reports to: Short Breaks Delivery Manager

JOB SUMMARY

This role facilitates transportation between various residential addresses in the borough of Camden and our building in Belsize Park.

Sessions where transport is required occur on Thursday evenings after school in term time and Saturdays in term time over thirty-nine weeks of the year. Sessions also take place during school holidays (half term holidays, Easter & Summer holidays) for nine weeks of the year and run from Monday to Friday.

KEY RESPONSIBILITIES

The following sets out the key responsibilities and is not intended as an exhaustive list. The role will require other duties relevant to providing a high-quality service.

- Safely transport our young people to and from the building

- Arrive in sufficient time to undertake the pre route vehicle checks and required paperwork

- Ensure risk assessments/ registers and any other relevant paperwork is completed for your activity and returned promptly to your line manager

- Take responsibility for following Health and Safety regulations and procedures

- Plan routes for pick-ups and ensure a timely delivery to building.

- Wait on the Wac Arts premises during the sessions in the event that home journeys need to be undertaken early.

- Act as the face of Wac Arts for participants, parents & guardians

- Act professionally and with enthusiasm for Wac Arts activity, at all times

- Adhere to the Highway Code and comply with all traffic regulations

- Adhere to the Wac Arts Policy on reporting and responding to an accident

- Report and record any issues surrounding safeguarding according to the Wac Arts Safeguarding Policy

- To feed back any important/relevant information regarding the vehicle to your line manager

- Adhere to all Wac Arts policies

- Attend programme meetings and training as requested by your line manager

- Other duties which may from time to time be required by your line manager

PERSON SPECIFICATION

Candidates must have a clear understanding of and commitment to the aims of the programme. Candidates will ideally possess and be able to demonstrate all or most of the following:

Skills and experience

Essential

- Full UK driving license preferably with a D1 inclusion
- Experience of driving a minibus
- MiDAS qualification or willingness to undertake the training.

Desirable
- Previous experience of working with young people and/or those with SEND
- Inclusion and Equal Opportunities training
- Experience of managing challenging behavior
- Excellent time-management
- Excellent communication skills

Attitude and approach

- A positive outlook
- Able to work respectfully in a team
- Flexibility to adjust to change and development
- An understanding of and commitment to equality, diversity and inclusion

Other

- Vaccinated against COVID-19 or have valid evidence of an exemption

Useful skills and experience - *These trainings can be provided by Wac Arts*

- Training in safeguarding of children and vulnerable adults
- Emergency First Aid certificate

This role requires an enhanced DBS clearance, which we will arrange for the successful candidate.

Equality

As an equal opportunities employer, Wac Arts is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy or maternity, race or ethnicity, religion or belief, gender identity, marriage or civil partnership.

We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join Wac Arts. We are looking for interest from people who reflect the diversity of London and the communities we serve.