

**PETERBOROUGH ADULT LEARNING SERVICE  
CITY COLLEGE PETERBOROUGH**

**Driver/Support Worker**

**OVERVIEW OF THE ROLE**

This role is to work as part of the Transport team for Day Opportunities, in the City Centre Hub team at City College Peterborough, supporting individuals so that their physical and emotional needs are met during transport to and from home; and during a range of sessions. The role is the first point of contact between those we support, their carers and the wider community. The successful candidate will join a team of committed and hardworking staff who provide opportunities for people with learning disabilities to develop and maintain skills for independence and sustain their health and wellbeing.

Interpersonal and organisation skills and an understanding of the needs of people with learning disabilities are required for this post as the College continues to expand its quality provision.

We are excited about our future and are seeking someone to share and develop our vision

**ESSENTIAL PERSONAL QUALITIES OF THE POST HOLDER**

This post is as driver for the transport and overall safety for individuals and the vehicle will be the responsibility of the post holder. It can be physically challenging as individuals will need support accessing the vehicle either by use of the tail lift for those using wheelchairs which need securing into position on the vehicle, or by use of the steps into the vehicle that may need some mobility support.

The successful applicant must be aware of health and safety issues at all times and possess the ability to remain calm and take charge if an emergency situation should arise.

**Closing Date for applications:** 16.5.2025

**Interviews will be held:** To be confirmed

Pat Carrington, MBA, FCMI  
Principal of City College Peterborough

**PETERBOROUGH ADULT LEARNING SERVICE  
CITY COLLEGE PETERBOROUGH**

**JOB DESCRIPTION**

<b>PCC DIVISION:</b>	People and Communities
<b>CCP DEPARTMENT:</b>	City College Peterborough (CCP)
<b>DEPARTMENT:</b>	Day Opportunities
<b>Job Title:</b>	Driver/Support Worker
<b>Grade:</b>	Grade 5
<b>Number of Hours:</b>	37 hours per week, 52-week per year
<b>Responsible to:</b>	Hub Coordinator
<b>Responsible for:</b>	

**JOB PURPOSE**

To safely drive transport for individuals that access the centre transport to and from home and community locations as required. Ensuring that wheelchairs are secured in the vehicle at all times and that other passengers have seat belts on at all times. Taking responsibility for the safety of the vehicle by completing all relevant safety checks and paperwork as required and liaising with others for support as required if the vehicle is involved in an accident or incident. Acting as first point of contact between passengers, their carers and community resources.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Effective communication skills, both verbal and non-verbal. Maintain excellent working relationships with individuals, and their parents and carers, recognising and following the principles of good customer care. Record in case files all information that is appropriate.
2. Ensure that individuals have a safe and comfortable journey whilst promoting independence, report and record any issues appropriately.
3. Work as part of a team to co-ordinate journeys for individuals to ensure timings are as consistent as possible from day to day. Ensure reports and records are completed where necessary and share information where appropriate.
4. Respond to emergencies as they arise, alerting centre manager as appropriate regarding incidents and development that may have significant impact on supported people or the department. This includes health and safety, wellbeing and safeguarding concerns.
5. Assist individuals with mobility issues by supporting as appropriate, safely and securely clamping wheelchairs into position whilst on the vehicle and ensuring all have appropriate seatbelts in place.
6. Assist in the delivery of individual support plans when not driving the transport. This includes providing personal care and supporting eating and drinking, following any specific guidelines from professionals, and completing effective recording of information for mandatory records and to evidence outcomes
7. Participate in staff training activities to develop practice skills and teamwork, attend team meetings as required.

8. Ensure that financial procedures are adhered to when taking the responsibility of handling cash from carers to the centre, ensuring that receipts are issued appropriately.
9. Follow correct procedures for transporting medication for individuals, ensuring they are stored appropriately at the centre on arrival. Completing paperwork as appropriate. Act as witness for administering of medication when required for individuals as prescribed and sign MARS sheets as appropriate.
10. Take responsibility for own health and safety and that of others by following all Risk Assessments, moving and handling guidelines for individuals, correct use of equipment and following Infection control guidelines by ensuring all equipment in bathrooms are cleaned with surface wipes after use.
11. Take responsibility for the vehicle ensuring all safety checks are completed daily on collection of the vehicle, and relevant paperwork is completed. Raise any issues or concerns in respect of the vehicle safety with manager as necessary and ensure repairs, MOT's and other vehicle inspections are completed.
12. Drive supported people to community locations and assist as support in those sessions to enable and promote independence, following any support plans and strategies in place. Complete any reporting/recording sheets as appropriate for monitoring and evaluation purposes.

## **GENERAL DUTIES**

1. To ensure that the College and City Council's policies with respect of Equal Opportunities are fully met.
2. To contribute to team work within the College/Service.
3. To promote high standards of Health, Safety and Welfare, ensuring the College complies with statutory requirements at Work requirements in accordance with legislation and agreed guidelines.
4. To undertake other reasonable duties at the request of the College Principal.

## **VARIATION CLAUSE**

This is a description of the post as it is constituted at the date shown. It is the practice of this Authority periodically to examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. The appropriate Manager in consultation with the post holder will conduct this procedure.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to your job description following consultation.

## **FLEXIBILITY CLAUSE**

Other duties and responsibilities expressed and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments

Description prepared by: Pat Carrington  
Principal

Date: August 2017

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**PERSON SPECIFICATION**

**PCC DIVISION:** People and Communities  
**CCP DEPARTMENT:** City College Peterborough(CCP)  
**DEPARTMENT:** Day Opportunities  
**Job Title:** Driver/Support Worker  
**Grade:** Grade 5  
**Number of Hours:** 37 hours per week, 52-week per year  
**Responsible to:** Hub Coordinator  
**Responsible for:**

<b>ATTRIBUTES</b>	<b>ESSENTIAL CRITERIA</b>	<b>DESIRABLE CRITERIA</b>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge and good understanding of good customer care</li> <li>• Knowledge of Health and Safety governing large vehicles and the transportation of passengers</li> </ul>	<p>An understanding of advocacy</p> <p>Previous occupational training in Moving and Handling</p>
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>• Effective communication skills both verbal and written</li> <li>• Ability to ensure safety of supported people on transport</li> <li>• Ability to work as a team member and on own initiative.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to occasionally work out of hours</li> <li>• Ability to use a PC</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of driving large vehicles</li> <li>• Experience of working with people</li> </ul>	<p>Experience of transporting people</p> <p>Experience of supporting adults with disabilities</p> <p>Experience of supporting individuals with epilepsy</p>
<b>EQUALITY &amp; SAFEGUARDING</b>	Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities and safeguarding	
<b>CUSTOMER CARE</b>		

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
	<ul style="list-style-type: none"> <li>Knowledge and understanding of effective customer care</li> </ul>	
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Care Certificate</li> <li>Licence with D1</li> <li>A drivers licence which must not contain any more than 6 penalty points, must not have drink/drive endorsements, must not have had a ban within the last 5 years and must not have more than 1 current speeding endorsement.</li> </ul>	Mini bus permit PSV Licence QCF Level 2 in Health and Social Care First Aid Certificate
<b>PERSONAL CIRCUMSTANCES</b>	Proven ability to: <ul style="list-style-type: none"> <li>Work flexible hours as needs of the service dictates due to emergency on the vehicle</li> </ul>	