



**Royal Star
& Garter**

Care with courage



Part time Driver – Solihull

Candidate information pack





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Welcome to Royal Star & Garter

Thank you for your interest in Royal Star & Garter.

Since I joined this fabulous charity in summer 2024, I have been amazed and humbled by the passion and dedication of every member of staff. Our teams in our three Homes are nothing short of exceptional in the care they deliver, while our teams in Central Services provide unrivalled support.

We strive to live our values in everything we do and we want the people who join us to do the same. Having the right people join us matters and key members of the team will support the recruitment process. We are committed to investing in our staff – in skills, behaviours and wellbeing. We have a comprehensive training offer for our staff and your continued professional development is important to us. We are looking for people who share our values, people with passion and dedication who want to work as part of a team, and people who want to make a difference to others.

If this is, you then I look forward to receiving your application.

Katie McCauley
Home Manager

The role at a glance

Title: Part time Driver

Location: Royal Star & Garter,
Tudor Coppice, Monkspath Hall Road,
Solihull, B91 3DE

Reports to: Deputy Manager

Hours: 22.5 per week, part time. 3
days a week, flexibility required.

Annual salary: £15,327

Contract: Permanent

More information:

solihull.jobs@starandgarter.org

Job description

Purpose

To drive the Home's vehicle(s) when required for residents' outings; to collect and deliver people or goods and; take responsibility for ensuring that all maintenance checks, necessary records and routine vehicle checks relating to the vehicle(s) are kept up to date.

When not required for driving duties, to work within the wellbeing team implementing a varied programme of individualised and group activities and outings appropriate to residents' needs, requests and abilities.

To ensure whilst carrying out the role, that at all times residents are treated with respect and dignity and that individual's rights to privacy, independence and choices are met. To maintain a person-centred atmosphere within the home through caring communication and considerate behaviour.

Key Responsibilities

To drive the Home's vehicles for the purpose of residents' outings.

To use the Homes' vehicles for the delivery and collection of residents, staff and good as required and under the direction of the Care Manager.

To ensure safe operation of all aspects of the vehicles including but not limited to safe boarding/alighting, securing of wheelchairs etc. in accordance with health & safety legislation and moving & handling procedures.

To support the Wellbeing Coordinators in the running of trips.

To plan journeys including advanced access/parking arrangements.

To ensure vehicles are appropriately cleaned/maintained/roadworthy, fuelled and has relevant tax and insurance in place.

When not driving to work in support of the Wellbeing Coordinators.

To undertake such other duties as may be required and which are consistent with the nature of this post.

Key responsibilities

To apply

Send your CV and a covering letter (no more than 2 sides) outlining how you meet the person specification and what you will bring to our team

To:

solihull.jobs@starandgarter.org

Closing date: 10th January 2025

Person specification



Essential Behaviours / Characteristics:

- Good verbal English language communication skills
- Flexible and punctual including willingness to work weekends / evenings to facilitate trips (subject to prior planning and agreement)
- Physically fit enough to carry out all tasks which may include manual handling (such as portering)

Essential Experience:

- Clean driving licence and willingness to obtain the MIDAS qualification (if not already held)

Desirable Experience:

- An understanding of the needs of older people and the concept of 'person centred' approach.



Mandatory requirement

Right to work in the UK
DBS Enhanced Check

Our values



With love



We carry out our work with love, care and compassion.

Living positively



We are optimistic in everything we do, supporting veterans and their partners in leading happy, fulfilled lives.

As a family



We work and live as one team, one family, one community.

Standing in their shoes



We show admiration and respect for people and never forget what they have done.

Take courage



We are not afraid to do what is right and what is needed.

Offer



Although we are a charity we offer a generous package

- Salary of £15,327 per annum. Hourly rate £13.10
- 22.5 hours per week worked normally over 3 days, although some flexibility is required to cover weekend and evening trips
- Equivalent of 25 days holiday per annum plus bank holidays (pro-rata for part-time)
- Employer Pension Contribution of 7.5% with matching Employee contribution of 5%
- Life insurance of 3 x salary (until age 70)
- 10 weeks full occupational sick pay, before statutory sick pay
- Learning and Development – fully funded opportunities to support you in your role

Conditions of employment



Any offer of employment made will be subject to the following conditions:

- Satisfactory references covering the last 5 years including one from your current or most recent employer
- A pre-employment medical screening
- Enhanced DBS Disclosure
- Proof of the Right to Work in the UK

Confirmation in post will be subject to:

- A satisfactory 6-month probationary period.



About Us

Our vision & mission

Vision: A future where all veterans can live life to the full.

Mission: To provide an outstanding range of quality care and therapies to veterans and their partners living with disability or dementia.

Our care

We provide loving, compassionate care to veterans and their partners who live with disability or dementia. Our Homes in Solihull, Surbiton and High Wycombe offer specialist residential long and short break care. In addition we are developing a range of services to help us reach the wider military community including Lunch Clubs, Day Care and a Telephone Friendship Service.

Surbiton

With its stunning foyer and relaxed, spacious lounges, our Surbiton Home offers a warm, friendly welcome. Highly trained staff provide specialist nursing and dementia care in comfortable surroundings, where the focus is always on the individual.



And rated **'Outstanding'** in the care category.

High Wycombe

Our High Wycombe Home is our newest and has been designed for the comfort and wellbeing of our residents. Specialist nursing and dementia care is offered in a relaxed, homely environment, where residents can enjoy the many activities, share their day with friends or enjoy time in the spacious lounges and landscaped gardens.



Solihull

Our Solihull Home offers a warm welcome to residents and their families. The Home is rated 'Outstanding' by the Care Quality Commission in all five areas and staff provide specialist dementia and nursing care tailored to the needs and wishes of each individual. Every aspect of the Home has been designed with our residents' wellbeing in mind.

