



**Royal Star
& Garter**

Care with courage



Part time Driver – High Wycombe

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 August 2009, 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.

I am looking for someone really special to join our team as a Driver. It is a role that would suit someone who is driven and motivated and has the courage to go the extra mile for the residents.

We strive to live our values in everything we do and we want the people who join us to do the same. We are committed to investing in our staff – in skills, behaviours and well-being. 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.

Reggie Ballos
Home Manager

The role at a glance

Title: Part time Driver

Location: Royal Star & Garter,
Hughenden Avenue, High Wycombe,
Bucks, HP13 5GG

Reports to: Deputy Home Manager

Hours: 22,5 per week, to be
worked over 3 days with some
flexibility required

Salary: £16,067.00

(hourly rate:£13.75

Contract: Permanent

More information:

Usha.nair@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 wellness 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

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 Wellness Coordinators in the running of trips.

To plan journeys including advanced access/parking arrangements.

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

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

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

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 usha.nair@starandgarter.org

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.



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 £16,067 per annum
- 22.5 hours per week worked normally as three 7.5 -hour shifts 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 week full occupational sick pay, before statutory sick pay
- Learning and Development – fully funded opportunities to support you in your role

About us



Our mission

Royal Star & Garter was founded in 1916 to care for the severely injured young men returning from the battlegrounds of the First World War. Today, our mission is 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 care for veterans and their partners who live with disability or dementia in three state-of-the-art Homes, ensuring they are respected as individuals. We meet their needs in an appropriate, personalised and compassionate way and this is supported by highly skilled and motivated staff. We constantly evolve our services and innovate our care to meet present and future need and this now includes younger veterans, a day care service and plans for an outreach project later this year.



About us

Our future

Today, we run three Homes where we deliver an unparalleled level of specialist nursing care for veterans and their partners, including award-winning dementia care. We are developing our services to provide day care across all three Homes, an outreach service and care for younger veterans.

Our knowledge

We have over 100 years' experience in providing pioneering nursing and therapeutic care to veterans living with disability and dementia. We are committed to sharing our knowledge and skills with other organisations to promote better care for all veterans and older people. We partner with health care, military and academic organisations for the benefit of our local communities.

Sharing our experience

We are passionate about innovation in our care to improve the lives of veterans and their partners and we are ideally placed to provide training. Our Homes offer military nursing student training and placements to Nursing Associate Trainees as part of an NHS pilot scheme.

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.

Inspected and rated

Good



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.

Inspected and rated

Outstanding ☆



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.

Inspected and rated

Outstanding ☆

