

Job Description

Post:	College Van Driver
Salary Grade:	Band 8 (P19)
Responsible to:	Head of Estates and Facilities

Key Purpose:

1	To be responsible for transporting goods from one college center to other college centers, and 3 rd party premises utilising the college delivery vehicle.
2	To ensure effective cross site communications with other team members (Estates and Facilities) and College staff, via verbal and written communications, and utilisation of the college help desk in prioritising workloads.
3	To ensure all college vehicles are cleaned, tidy and roadworthy (vehicle check lists) on a weekly basis: Undertaking regular routine tasks to ensure that College vehicles are maintain in good condition (such as checking oil, tyres etc.).
4	To Demonstrated the ability to multitask due to ever changing priorities, and to make up for lost time in the event of delays in delivery and transport.

Responsibilities:

1	To participate in key College processes as required.
2	To act at all times in accordance with College policies e.g. Health and Safety, Equality & Diversity, Inclusion and Quality Assurance.
3	To work flexibly in the interests of the organisation as required.
4	To participate in performance reviews and to undertake staff development activities as appropriate.
5	To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with.

Duties and Responsibilities:

A	To be responsible for delivering and collecting mail, exam bags, college goods and materials, etc. between all College Centres, ensuring that the delivery schedule is followed.
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B	Delivering and collection of any College property between centres as reasonably required by members of College staff through the college 'help desk'.
C	Ensuring that transport procedures and legislation regarding safety of loads are observed, and maintain proper knowledge of loaded items
D	To keep up to date with changing practices and legislation related to the duties of your employment.
E	To be responsible for developing and maintaining effective working relationships with both internal and external customers.
F	Assist in loading and unloading vehicle with items to be delivered
G	Ensure that items are properly stacked and secured inside the delivery vehicle, and load and unload items off the vehicle in a safe manner, utilising support and aids where necessary.
H	Ensure that appropriate and complete documentation is available at the time of loading
I	Drive vehicle to the point of delivery by using the best possible route
J	Check vehicle for possible wear and tear, ensuring that both general and preventative maintenance measures are performed on the vehicle
K	Ensure that any delivery receipts are signed for.
L	Ensure that the vehicle's paperwork is in order.
M	Make sure that speed limits are adhered to without exception.
N	Clean all vehicles from the inside and the outside
O	To adhere to the College's Financial Regulations.
P	To undertake work across SCC sites at short notice, when required.
Q	To undertake other reasonable duties as requested by the Head of Estates and Facilities.

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Post holder to sign and date the job description:
Name of the post holder:
Line manager to sign and date the job description:
Name of the line manager:

Person Specification – College Van Driver

		Essential	Evidence		Desirable	Evidence
Qualification	1	Full clean UK driving licence	Certificate	A	Basic Health & Safety Level 1 Certificate	Certificate
	2	A professional driving qualification	Certificate			
	3	Level 2 Literacy and Numeracy	Certificate			
	4	Manual Handling CPD	Certificate			
Professional Development	5	Evidence of ongoing professional development	Application			
Experience	6	Previous experience of driving a delivery vehicles	Application			
Knowledge	7	Knowledge of basic vehicle maintenance and care	Application			
Skills/Qualities	8	Good interpersonal skills	Application/ Interview			
	9	Good organisational skills Ability to identify risk and generate solutions				
	10	Ability to work on own Initiative and meet deadlines				
	11	Ability to keep calm in difficult situations				
	12	Flexible approach to work				
	13	High level of integrity				
	14	To be able to work as a team member and share ideas and generate good practice				
	15	Ability to build good relationships with students, staff and suppliers				
	16	Experience of using a variety of software including Microsoft Office				
Other	17	Able to work evenings and unsociable hours	Application/ Interview			

	18	Access to personal transport				
	19	Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults and suitability to work with children/ vulnerable adults				
	20	Commitment to college policies i.e. Health & Safety, Equality & Diversity, Inclusion and Quality Assurance				
	21	DBS Check acceptable to college will be undertaken for successful applicant				