



**Pilkington
Family Trust**

Minibus Driver and Day Centre Assistant





About us

Formed in the 1920s we have a long history of providing services for retired Pilkington employees and their family members across the UK and overseas.

From our base in St Helens we support over 6,000 individuals, with our welfare and community support services focusing on supporting retired Pilkington employees and their families across the UK and beyond.

We deliver a range of social prescribing activities which provide practical and emotional support, promote health and well-being and tackle social isolation.

We offer specialist services including personalised respite care for beneficiaries and members of the community who are over 60 in our purpose built respite facility Ruskin Lodge in St Helens. We also deliver dementia support through our Admiral Nurse programme.



There to care when needed



How we make a difference

Our impact in 2023



Delivered

19,135

hot meals



Made

3,701

befriending telephone calls
on our link up service



Organised

27

social activities for people
living with dementia and
their carers



Organised

71

day trips



Organised for

90

people per week to attend
our day centre



Delivered

8,481

frozen hot meals



Carried out

4,797

welfare visits



Our Admiral Nurse made

245

visits



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Job description

Location: Ruskin Lodge, St Helens

Hours: 18.75 Rolling rota

Week 1 - Wednesday, Thursday, Friday

Week 2 - Thursday and Friday

Reporting to: Day Centre Organiser

Salary: £13,844 (£14.16 per hour)

Job Purpose

To drive a minibus to convey Guests to and from Ruskin Lodge, this will mainly be for Day Centre Guests, but when required, to support Guests staying at Ruskin Lodge. To assist the Day Centre Organiser in arranging a varied programme of activities for individuals attending the Day Centre, ensuring their mental, physical and social needs are met. This will also include arranging trips/outings.

Key Responsibilities

- Undertake regular safety checks on vehicles used for work purposes as required by Ruskin Lodge Policies and Procedures to ensure that vehicles are safe.
- Maintain vehicle records as required and keep vehicles in a clean and tidy order, ensuring that vehicles are secure and correctly parked when not in use.
- Adhere to Ruskin Lodge Health and Safety Policy and Procedures, identify hazards and undertake point of work risk assessments as required.
- Arrange days out for Guests accessing the Day Centre / day trips ensuring correct facilities are available, liaise with Day Centre Organiser to ensure the correct number of chaperones have been identified.
- Support individuals attending the trips/outings or Day Centre with personal care tasks.

- Ensure dietary needs of all individuals attending the daytrip and / or Day Centre are facilitated. This may include supporting the individual to eat their meal. Food hygiene training will be given.
- Work alongside the Day Centre Organiser to ensure activities are within guest's abilities so that they can enjoy and participate in them. Offer support as needed.
- Manage and prioritise own workload to be completed in a timely manner

Person Specification

Qualifications	Essential	Desirable
Good standard of literacy	E	
Level 2 Food Hygiene qualification		D
Level 2 Moving & Handling of People		D
Level 3 First Aid qualification		D
Level 2 in Care		D
Experience		
Previous experience of caring for older people in unsupervised situations		D
Previous experience in a driving position		D
Experience of working as part of a team		D
Skills		
Full current clean driving licence with D1 entitlement	E	
Confident to drive in varying weather conditions	E	
Ability to cope with stressful or emotional situations and the occasional emergency situation	E	
Knowledge		
Understand and follow vehicle and road regulations and traffic laws	E	
Qualities		

Positive service orientated outlook	E	
Self-confident with excellent interpersonal skills	E	
Reliable and punctual	E	
Discreet and non-judgemental and adhere to confidentiality guidelines	E	
Team worker - willing to assist others with workload and offer support when needed	E	
Able to demonstrate patience and empathy and be of a caring nature, showing personal warmth	E	
Able to work independently without direct supervision	E	
Committed to the work of the Trust	E	



Application process

Candidates

Interested candidates are invited to complete an application form and email it to kate.brown@pilkingtonfamilytrust.com before 5pm on **21st February 2025**. Interested candidates are encouraged to submit early applications as the application window may close sooner if a suitable candidate is found.

Pilkington Family Trust is an equal opportunity employer. We are committed to ensuring a fair and equitable recruitment process for all vacancies.

Please let us know if you require any reasonable adjustments in order to effectively access the recruitment process. If you would like any further information about the role or application process, please contact Kate Brown kate.brown@pilkingtonfamilytrust.com

Enhanced DBS check needed.



There to care when needed