



Slough Borough Council

17-1571 Drivers (As and When)

External Recruitment Pack

11th March 2022

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Department: Community Transport

Contact Officer: John Northam

Telephone: 01753 477301

Date: 11th March 2022

Dear Applicant,

Thank you for the interest you have shown in this opportunity to work at Slough Borough Council.

People are proud to live and work in Slough where diversity is celebrated and where residents can enjoy fulfilling, prosperous and healthy lives. Our vision is to make a difference to our communities and our environment by taking pride in Slough. All of our employees, whatever their job, contribute to delivering services to local people - either directly, or by supporting colleagues. Join our team at Slough Borough Council and see why we are proud to be Slough.

This Information Job Pack gives a full explanation of the job and working at Slough Borough Council, which I hope will encourage you to apply for the post.

To apply, please complete an application form and send it by email to recruitment@slough.gov.uk or post it to the Recruitment Team, Human Resources, Slough Borough Council, Observatory House, 25 Windsor Road, Slough, Berkshire, SL1 2EL.

This is an open advertisement and interviews will be held following suitable applications.

If you would like to discuss this position on an informal basis, please contact me on 01753 477301.

I look forward to receiving an application from you.

Yours faithfully,

John Northam

Community Transport Lead

How to Apply

Key Dates

Closing date for applications: This is an open advertisement

Interviews will be held on: Following receipt of suitable applications

To apply for this post you must complete a Slough Borough Council application form. You may submit a CV in addition to your application form. Please note that a CV alone will not be accepted, as they do not meet our assessment criteria and commitment to equal opportunities.

Completing Application Forms

Particular attention should be given to the Supporting Information section within the application form. Shortlisting is based on the candidate's ability to meet the selection criteria within the person specification. Therefore, it is essential that you outline clear examples and evidence of how you meet the requirements of the person specification. Examples and evidence should also relate back to the duties/accountabilities contained in the job description.

It is important that you complete **all** sections of the application form; you can attach additional information if you wish.

Recruitment Monitoring Form

Please complete our Recruitment Monitoring Form as this provides us with important information to monitor the process of the appointment of individuals under current legislation and our equal opportunities policy. This form will be separated from your application form and will not be used for shortlisting or selection purposes.

Reply Details

Your application form must reach us by closing date. Applications received after this date will not be considered. Application forms should be returned by:

E-mail: recruitment@slough.gov.uk

Post: **Recruitment Team, Human Resources, Slough Borough Council**, Observatory House, 25 Windsor Road, Slough, Berkshire, SL1 2EL.

Further Information

Should you have any queries relating to any aspect of this appointment process, or require additional information, then call the Recruitment Team, direct line (01753) 875074, at Slough Borough Council.

Next Steps

If you are selected for interview, we will contact you by telephone and confirm the details in writing.

If you have not heard from us within 4 weeks of the closing date, please assume that, on this occasion, your application has been unsuccessful.

Why we are proud to be Slough

Your Career

Our employees choose to work in Slough, because it offers many opportunities to develop your career and enhance your skills in an area that has much to offer. We offer a range of benefits, including:

- Local Government pension scheme
- Flexible working
- Health promotion days
- Discounted gym membership
- Access to learning and development

Our vision is “People are proud to live in Slough where diversity is celebrated and where residents can enjoy fulfilling, prosperous and healthy lives.”

The Borough

Slough Wellbeing Board is our umbrella partnership, bringing together local decision makers in a holistic approach to improve the wellbeing of communities. The Board oversees Slough Joint Wellbeing Strategy, which was agreed in 2013.

The wellbeing strategy has five priorities:

- Economy and Skills
- Health and Wellbeing
- Housing
- Regeneration and Environment
- Safer Communities

World-class businesses

Slough is an important commercial centre; we have Europe's largest trading estate in single ownership, and a thriving and growing town centre. A wide range of well-known companies have their base in Slough.

Slough shares many similarities with some London boroughs and has an exciting cultural centre, with emerging young talent joining the more established cultural industries to create new and exciting work and leisure opportunities.

Culture in Slough

Slough has a population of 147,187 people and is a culturally diverse town with a range of communities. Two thirds of our population are from black and minority ethnic communities and the borough has a younger than average population structure.

Slough has many parks, open spaces and waterways to complement the urban feel of the town.

The town centre has two indoor shopping complexes. The pedestrianised piazza is the platform for entertainment, events and festivals in the town and is surrounded by more

than 300 shops, restaurants and pubs. The diverse cultures of Slough offer an exciting mix and range of restaurants, serving most foods.

Well Connected

Slough is integrated into the heart of the UK transport and communications network, located between the M4, M40 and the M25. Slough is in the M4 corridor, close to Heathrow Airport and within easy access of the M40 to the Midlands, the M1 to the North, the M3 to the South and the M25.

Trains run from Paddington to Slough Station every 15 minutes.

With more than 3,500 parking spaces in the town centre, people from around the region are choosing to come to Slough for work, culture or life.

Slough Borough Council

Job Description

Date: 11th March 2022

Post Pay Level: 2 SCP 2 – 4 £9.92 - £10.31 per hour inclusive of local weighting allowance

In addition an additional 12.07% is payable to cover annual leave giving an inclusive hourly rate of £11.12 - £11.55

DBS requirement: Enhanced Children and Adults

Job Title: Driver (As and When)

Responsible to: Transport Supervisor

Responsible for: No reports

As a member of the Community Transport team, this post is directly responsible for Home to School transport and Community Transport.

Number of reports: 1

Direct reports: 1

Indirect reports: 0

Total Managed: 0

Financial Responsibilities: None

Revenue / income / expenditure / capital


Main purpose of Job:

- Driving Council fleet vehicles

Main Accountabilities:

- to follow correct recording procedures (eg. Journey details and recording accidents)
- to attend team meetings and individual supervision sessions and undertake training relevant to the role.
- To keep vehicles clean
- Share responsibility for the safety and tidiness of areas and equipment used
- To be able to secure wheelchair passengers correctly
- To drive on journeys with clients/pupils from collection addresses to destinations
- To be able to use vehicle tail lifts correctly
- To be able to drive a range of council fleet vehicles
- To be able to carry out basic vehicle checks
- To take account of and be responsible for the safety and welfare of all transport users and to follow relevant procedures.
- To undertake any other duties commensurate with the post.

Person Specification

Area	Description	Essential/ Desirable		Method: Application (A) Interview (I) Test (T)
Experience	Experience of working within a similar role	Desirable		A & I
	Previous work with clients or family members with a disability or vulnerable.	Desirable		A & I
	Experience of using tail-lifts for wheelchairs on vehicles	Desirable		A & I
	Experience of driving minibus or similar vehicle	Essential		A & I
	Previous experience of working with equipment for wheelchairs and wheelchair passengers	Desirable		A & I
Skills and abilities	To communicate effectively with passengers, carers, relatives and staff	Essential		I A & I
	To work within the time frames required by route schedules and work as part of a team	Essential		A & I
	To work within the ethos of the service	Essential		
Knowledge and understanding	Good sound knowledge of Slough area	Essential		A & I
	An understanding of client confidentiality	Desirable		I
	An understanding of needs of clients with varying disabilities	Desirable		I
	An understanding and commitment to equality and diversity.	Essential		A & I
	'The ability to converse at ease with customers and provide advice in accurate spoken English'	Essential		A & I
Qualifications	First Aid Training	Desirable		A
	Manual Handling Training	Desirable		A
	Have full UK driving licence	Essential		A & I
	Have D1 category on valid UK licence enabling them to drive minibuses	Desirable		A & I

The Directorate, Team and Job Role

The Place Directorate is responsible for the operational management, maintenance and compliance of the physical assets that SBC owns and/or operates within Slough's communities. Collectively, the work of the Place directorate touches virtually every aspect of the lives of people within our communities, from cradle to grave. It's everything from developing the local plan to picking up the litter around the town. The role of Sessional Driver will sit with the Community Transport Team and report to the Transport Supervisor. This service is part of Place Operations within the Place Directorate. Drivers' main work will be on home to school transport but there will be a range of other jobs required.

Main Conditions of Service

As and When Worker

Date: 11th March 2022
Directorate: Place
Job Title: Driver (As and When)

Level

Level 2, SCP 2- 4 £9.43 to £9.81 per hour exclusive of local weighting allowance. A local weighting allowance of £949 pro rata is also payable.

Payment of Salary

Your salary will be paid monthly in arrears of timesheets submitted into a bank, giro bank or building society account of your choice. This will be on or about the last working day of the month.

Annual increments are paid on 1st April each year subject to six months' service and satisfactory performance.

Pension

On appointment, you will automatically be admitted into the Local Government Pension Scheme (LGPS) unless you confirm in writing that you wish to opt out of the scheme and pursue your own pension arrangements elsewhere.

The employee contribution rates for the Local Government Pension Scheme are currently between 5.5% and 12.5% of your pensionable pay. The contribution rate you pay depends on which pay band you fall into. You can find further details on the contribution rates on [Berkshire Pensions – Pension contributions](#)

The pay bands will be adjusted each April in line with the cost of living.

Allowances

Mileage allowances

The Council will reimburse travelling expenses necessarily incurred by employees in the performance of their duties and claimed within 3 months of incurring the cost (unless there are exceptional circumstances).

Travel by car / motorcycle may only be undertaken by employees authorised to do so.

Where public transport is not a viable mode of transport, reimbursement for journeys made using private vehicles will be reimbursed, whether inside or outside the borough, in accordance with HMRC rates. This includes motorcycles and bicycles.

These provisions are subject to review, variation and discontinuance at the Council's discretion and/or in the light of operational needs.

All employees who use their cars for official business must ensure that their vehicle insurance policy is suitably endorsed for official and authorised Council business use.

Evening Meetings

You will be paid an allowance if you have to attend approved evening council meetings. These are meetings are usually held at/or after 6pm, called by a Committee Clerk and attended by one or more councillor.

For other evening attendance time off in lieu will be granted unless there has been specific approval for the payment of overtime.

Levels 1 – 5

You will be paid an allowance equivalent to 4.5 hours at plain time for each evening you attend. This will not be counted as part of your contractual hours of work.

Professional subscriptions

The Council will reimburse you for the cost of one professional subscription per annum if agreed by your Director as relevant and necessary to the fulfilment of your duties.

Other payments

Other payments may be made for additional work, outstanding performance, temporary cover for senior employees and other special circumstances.

Smoke Vape Free

Slough Borough Council is a Smoke/Vape Free Council and smoking/vaping is not permitted within any Council premises, non-residential buildings and Council Vehicles.

Health Assessment

The Council believes that screening new employees is an important management process and therefore you will be asked to complete a Health Assessment Questionnaire, however this is not a condition of employment. As part of this process we may ask you to take a medical examination if the council's medical adviser feels it is necessary to the position. Certain key employees are medically examined periodically. The council will pay for this.

Probationary period

Six months - during this period you will be covered by the Council's Probationary Policy and Procedure. Your work performance will be monitored closely and you will be expected to demonstrate your suitability for the post.

Political restrictions

This post is/is not politically restricted under the Local Government and Housing Act 1989.

If it is a restricted post, this means that you can be a member of a political party but cannot hold office for that party or stand for election as a councillor or MP.

Period of Notice

The written notice that you must give the Council is:

- Levels 1 – 4: 4 weeks
- Levels 5 – 7: 8 weeks
- Levels 8 – 10: 12 weeks
- Soulbury staff: 12 weeks

Disclosure and Barring Service (DBS)

(The Rehabilitation of Offenders Act 1974)

Posts which involve working with children or vulnerable groups are covered by the Rehabilitation of Offenders Act 1974(Exceptions) (Amendments) Order 1986 and the Criminal Justice and Court Services Act 2000. If this post involves working with children it is also covered by the protection of Children Act 1999.

The DBS has been set up by the government to ensure safer recruitment practice to protect children and vulnerable adults. Two types of checks are available; Standard and Enhanced. *A caution or conviction will not necessarily bar you from obtaining employment.*

The Disclosure that will be required for this post is **ENHANCED**.

Prior to any offer of employment being made you will be required to complete a Disclosure application form. On this form you will need to declare ALL UNSPENT CAUTIONS, BIND OVER ORDERS & CONVICTIONS. All information given will be treated as strictly confidential and will be stored securely.

Once completed this disclosure form will be sent to the DBS. The DBS searches police records and, in relevant cases, barred list information, and then issues a DBS certificate to you. You will need to produce this copy to Slough Borough Council to help us make an informed recruitment decision.

We will consider any previous offences in accordance with our Equal Opportunities policy. There are, however, certain offences which will restrict you from working with children under the regulations made under the Protection of Children's Act 1999, including Schedule 1 offences such as sexual and violent offences.

At interview, or in a separate discussion, we will ensure that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position. Failure to disclose information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

If you require further information you can contact the DBS direct on 0870 90 90 811 or visit their website at www.homeoffice.gov.uk/dbs

If you do take up employment it is necessary for you to inform your Line Manager of any cautions, bind overs or convictions you sustain during the subsequent course of your employment. **Failure to do so will lead to dismissal.**

Important: We will report all persons to the relevant authorities who attempt to obtain employment whilst they are disqualified from working with children or vulnerable adults.

Standard DBS check

Standard checks contain details of an individual's convictions, cautions, reprimands or warnings recorded on police central records and includes both 'spent' and 'unspent' convictions. These are shown on a criminal records check. Disclosures may also be sought for people entering certain professions such as legal and accountancy

Enhanced DBS check

An enhanced check contains the same details as a standard check, together with any information held locally by police forces that it is reasonably considered might be relevant to the post applied for.

An enhanced check with information from the DBS's children's and/or adults barred list is only available for those individuals engaged in regulated activity with children and/or adults and a small number of posts as listed in the Police Act regulations.

General Employment Information

Data Protection Act

The information you provide will be processed in accordance with the Data Protection Act 2018 and any subsequent legislation.

Equality Act 2010

This Act protects people with disabilities from unlawful discrimination. The Council operates a “Guaranteed Interview Scheme” for applicants who declare they have a ‘disability’ (as defined by the Equality Act 2010. Any ‘disabled’ applicant who meets the essential criteria for the job will be offered an interview.

Definition of Disability

The definition of disability, as outlined in the Equality Act 2010 is as follows: “A physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day-to-day activities”

To be protected under the Act,

- An individual must have, or have had, an impairment which can be physical or mental.
- It must have adverse effects which are substantial, that is something more than minor or trivial.
- It needs to be long term, i.e. the impairment has lasted or is likely to last in total for at least twelve months or is likely to last for the rest of the life of the person affected.

And

- It must affect normal day-to-day activities at work on a regular basis.

Equal Opportunities in Employment

Slough Borough Council is committed to being an employer of choice. Our aim is to ensure that no job applicant or employee receives less favourable treatment on grounds of age, disability, gender reassignment, marriage or civil partnership, maternity and pregnancy, race, religion or belief, sex and sexual orientation. These are protected characteristics under the Equality Act 2010. In addition, the Council also recognises trade union membership and activity or any other reason which cannot be shown to be justified which will also result in grounds for unfair discrimination.

Recruitment and selection criteria, procedures and practices will be kept under regular review to ensure that individuals are selected or promoted on merit. All employees will be given equal opportunity and, where appropriate, training to progress within the Council. Local authorities have a legal responsibility to promote Equality of Opportunity.

The Council is committed to the use of those statutory provisions which permit Positive Action to improve recruitment and access to training where disadvantaged groups are under-represented. In particular, the Council aims for its workforce to be representative of the local population of whom over a third are of ethnic minority origin.

The Council continually monitors this policy to assess its effectiveness.

Feedback

Anyone who applies for a job with Slough Borough Council and is unsuccessful can arrange for verbal feedback to be given by contacting the Chair of the shortlisting / interview panel.

Interview Expenses

Reasonable out of pocket expenses will be reimbursed when attending for interview; travelling expenses are limited to 2nd class rail/bus fare. Mileage is reimbursed at a rate of 19.8p per mile. Candidates will be sent their expenses by cheque after the interview. If a candidate is invited from overseas, travel expenses will be calculated from the nearest airport/ seaport in this country.

Pre-Employment Screening

It is our policy to carry out checks to confirm the details on the application form/CV. False information which results in an appointment will render the individual liable to dismissal without notice.

Proof of Qualifications

You will be asked to produce certificates confirming your qualifications or membership of professional bodies that are stated in your application form/CV.

References

References offered will be taken up. We reserve the right to contact any other previous employer for a reference. We will also take into consideration relevant information received from any source. This may include information held by the authority, for example in social care or education, and information received from other external authorities or bodies.

Employment Checks

Appointment and continued employment are subject to the following checks, where appropriate for the role:

- (a) Satisfactory Disclosure clearance following the receipt of information from the Disclosure and Barring Service (DBS). (If applicable for the position)
- (b) Verification of your qualifications and experience as stated on your application form.
- (c) Obtaining satisfactory references
- (d) The provision of relevant documentation confirming your entitlement to work in the United Kingdom as required by the Immigration, Asylum and Nationality Act 2006 and requirements of the Home Office's UK Visas and Immigration.
- (e) Proof of registration with the relevant professional body e.g., the HCPC, (if applicable for the position).

The Advertisement

'People are proud to live and work in Slough where diversity is celebrated and where residents can enjoy fulfilling prosperous and healthy lives'

17-1571 Driver (As and When)

Salary: £11.12 - £11.55 per hour (inclusive of local weighting allowance and annual leave entitlement)

Drivers are required for our busy Transport Section who provide a valuable and supportive service to vulnerable clients within our community.

You will drive pupils using accessible minibuses and other suitable vehicles on home to school transport runs and vulnerable clients of all ages on other journeys that may be requested. If you have a caring nature and would like to make a difference to peoples' lives, then this role is for you.

In return we can offer you the flexibility to work when it suits you and the job satisfaction of working with vulnerable members of our community.

For an informal discussion about the post please contact Tony Berrows, Transport Supervisor on 01753 477301

This is an open advertisement and interviews will be held following suitable applications.

Apply for this job online at www.slough.gov.uk/jobs.

Alternatively, email recruitment@slough.gov.uk outlining the reference number above.

We value diversity.

