

# Sparklers Foundation

## *Driver and Commercial Deliveries Person*

Full-Time, Position to commence 31<sup>st</sup> March 2020

Sparklers Foundations provide inclusive education, further education provision, clinical services, agricultural production and other commercial services. We have a warm, mutually supportive and caring ethos with an enthusiastic and skilled staff team that is highly aspirational and committed to client welfare and excellent services.

We are seeking a professional, diligent, courteous and dedicated drive (with relevant education experience) wishing to work in a school setting, food production and commercial setting to join our hardworking team of staff. The successful candidate may be required to work in our different settings and companies across the country.

### **We are looking for a Driver who:**

- Is highly motivated, passionate, dynamic and flexible
- Has over three years driving experience with some driving done within 25 miles radius or more
- Has highly developed communication and interpersonal skills
- Has experience working collaboratively with other people in a team
- Ability to manage time and routes for a streamlined delivery experience
- Strength to lift up to 30 Kilograms plus bending and twisting
- Work well independently
- Open and transparent communication
- Familiarity with GPS devices or map apps
- Is seeking to further develop their skills and knowledge in deliveries and accountability
- Is cultured, professional, time conscious and committed
- Must hold a post-secondary qualification

### **Main responsibilities:**

- To provide driving services to the CEO and other members of staff as required
- To provide pick up and drop off services for learners
- To carry out collection and deliveries of goods and resources as directed.
- To drive for educational campaigns, events and outreach services taking place under the Sparklers Foundation umbrella.
- Use route navigation apps and knowledge of area to deliver packages to customers on time
- Interact with customers in a professional manner
- Work on some evenings and weekends
- Complete daily maintenance checks on vehicles e.g. car, minibus or delivery van and notify manager of any issues
- Drive in challenging weather conditions when required
- Maintain electronic logs to track routes and deliveries

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- Provide work experience opportunities and projects for learners
- To train and mentor other staff members as needed
- To adhere to and encourage other members of the team to use and follow line management
- To provide consistent and effective support in line with the requirements and responsibilities of your role
- To ensure that designated administrative tasks are fulfilled
- To carry out other reasonable requests made by management
- To be able to deal professionally with parents in cases such as: illness mishaps, lost property etc.

### Benefits include:

- Working with a creative, enthusiastic, supportive and caring team of staff
- Training and CPD
- Coaching and mentoring
- Access to our company voucher scheme

**Safeguarding:** Sparklers Foundation is committed to the safeguarding and welfare of children and young people and expects all its employees to share this commitment. Successful applicant will be subject to an enhanced check by the police.

**Equal Opportunities:** Our foundation has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote this in their own work.

**Confidentiality:** Our foundation is committed to maintaining the privacy of all its staff and learners. It expects all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

**Health and Safety:** Our foundation is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

If you have high expectations of your learners and want to work within a stimulating and motivating learning environment as part of a successful and supportive team, then please get in touch. For an informal discussion, to arrange a visit, or request for an application pack, please email [harriet@sparklersfoundation.org](mailto:harriet@sparklersfoundation.org) CVs will not be accepted; only applications submitted on the application form will be considered. Our application form is also available on our website.

Closing date: 1<sup>st</sup> March 2020

Interview date: Contact for further information