



Your Community
Healthcare Providers

FCMS (NW) Ltd JOB DESCRIPTION



Post: Driver/Receptionist

Pay: Standard rate is £13.00 p/h. However, enhancements payable would be an additional 30% on Saturday up to midnight, and +60% on Sunday.

Hours: Include, evenings, weekends

Accountable to: Operational Specialist

Base: Morecambe Urgent Care

Shift Pattern:

Week1:

Friday 14:00-20:00 Rec – 6 hrs

Sat 23.45-08.00 Driver – 8.25hrs

Sunday 20:00-00:00 rec – 4 hrs

Week2:

Monday 19:00-23:00 Rec – 4 hrs

Wednesday 19:00-23:00 rec – 4 hrs

Saturday 08:00-12:00 Rec – 4 hrs

Week3:

Friday 14:00-20:00 and 19:00-23:00 Rec - 6 hrs and 4 hrs or 9 hrs (30 mins unpaid break) so 8.5hrs

Saturday 23:45-08:00 Driver – 8.25 hrs

Saturday 18:00-00:00 Rec- 6 hrs

Week4:

Monday 19:00-23:00 Rec – 4 hrs

Overview of Role:

- To provide a professional and high-quality driving service for the GP Out of Hours Service



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- To provide a high-quality reception service at the Primary Care Reception
- To be able to always follow strict procedures and protocols

Day to Day Duties to include, but not exhausted:

- When necessary, to be able to complete stocktakes of medical equipment
- Using a Patient Record system – experience of Aadastra would be an advantage
- To complete routine administration checks when working overnight
- Ensuring full patient confidentiality at all times
- To work individually or as part of a team
- To undertake all relevant training consistent with the requirements of the post
- To be flexible in roles undertaken according to the business need
- To be available especially on the overnight shifts but with flexibility to work during the day when required
- To handle drug stock and replenish when used.
- To undertake vehicle checks
- To report any vehicle problems to the appropriate person
- To maintain and attend all mandatory training

Other Criteria

- A full UK Driving Licence held for a minimum 2 years
- Over 25 years of age for driving company vehicles

Our key expectations are:

Self-awareness – Living authentically

Adaptability- Being ready to adjust depending on the situation

Openness – What you see is what you get

Positivity with a real sense of being able to strive for the impossible

Generosity of spirit- Everyday should be an opportunity to act with kindness

Ability to have fun – Taking the role seriously, whilst being yourself





Your Community
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Our 'Why': To nurture an environment of inspiration, innovation and disruption so this people in our world receive exceptional healthcare for this generation, and the next.

Values: Our organisational culture is very important to us, so it is vital that the successful candidate lives and breathes

complimentary values and behaviours. Our behaviours should be in line with our values which form part of our Company DNA:



- **Fun:** People rarely succeed unless they are having fun. Happiness is healthy!
- **Awesome:** We aren't here to be average, we're here to be awesome!
- **Humble:** We're here to make a difference to the lives of others, NOT to see how important we can become
- **Brave:** We challenge the norm. We have the courage to get the difficult jobs done
- **Oompf:** We have natural oompf! It's infectious!
- **Go-getting:** We are intuitive to changing needs and respond quickly which we do with energy, ideas, and positivity

Come and be a part of our amazing team!

- ✓ **We offer NHS Pension**
- ✓ **Staff Benefit Scheme**
- ✓ **Cycle to Work Scheme**
- ✓ **Free Tea & Coffee**
- ✓ **Career Development Opportunities**
- ✓ **Eye Care Contributions**
- ✓ **Attendance Bonus**

Disability Confident Employer

As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy

DBS - This post is subject to the Rehabilitation of Offenders Act (Exemption Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions. This will require three forms of valid ID to be produced and verified. The onboarding process is also subject to an Occupational Health check, suitable professional references and eligibility to work in the UK (with the requirement



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to provide relevant documentation as evidence). For Driver positions you will also be required to undertake a Driver check.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• A full UK Driving Licence held for a minimum 2 years• Over 25 years of age for driving company vehicles	
Experience	Reception experience	Experience in a health care setting
Personal Qualities	Good time keeping Reliable Flexible	

The organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. You will be expected to fulfil your mandatory safeguarding training at the level applicable to this role.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.



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