



Information pack for the post of
Evening Meals on Wheels Driver (Job Share)
Maternity cover 6 - 9 months
Job reference number 1294
Closing date: 13 April 2026 at 12 noon
Interview date: 25 April 2026

Guidance on completing the application form.

Please ensure all sections of the application form are complete.

Before filling in your application form, please read the job description carefully. This outlines the duties to be performed, the person specification will outline the skills, abilities and qualifications required of the postholder. You will need to demonstrate that you meet the requirements of the job description, (or at least have the potential to do so), in order to be shortlisted for an interview.

Please note, when copying and pasting text into the online application form the formatting may change, so please check before submitting.

We understand that some applicants may use artificial intelligence (AI) tools to assist with preparing their applications. All submitted information, whether supported by AI or not, must accurately reflect the applicant's own skills, experience, and qualifications. Recruitment decisions will be based on how well applicants demonstrate these attributes during the interview and selection process.

Disclosure and Barring Service (DBS)

Some posts may be subject to a basic or an enhanced DBS check. This will be stated in the advertisement, Job Description or Person Specification. Further information about this check can be obtained from the following website:
www.gov.uk/disclosure-barring-service-check

Politically Restricted Post

Some posts may be politically restricted which means Under the Local Government and Housing Act 1989 some posts will be disqualified from being a Councillor, Member of Parliament or Member of the European Parliament. The regulations restrict you from undertaking:

- Candidature for election
- Holding office in a political party

Canvassing at elections
Speaking or writing publicly on matters of party political controversy.

Additional Clearance

Some posts may at any time be required to undertake additional clearance or checks.

These may be required in order to comply with a request from a Government body or as a result of a statutory requirement and may include some form of criminal record check.

Referees

References must cover the last 3 years together with a reasonable account of any significant periods (6 months or more) of time spent abroad.

Ensure that the names of referees that you supply relate to people who you know in a professional capacity. Ideally, at least one referee should be your current manager or college tutor. Previous managers or tutors can also be named, but where possible, you should avoid providing names of colleagues or friends as referees.

Your referees will be asked to supply information regarding your professional and technical ability, your character and personality, and your timekeeping and reliability. They will also be asked for information regarding your general health and absences on the grounds of sickness over the last two years.

Evidence of information provided in your application form

Successful candidates will be required to provide documentary evidence of the qualifications required to do the job. We reserve the right to verify any information given on the application form and failure to provide such evidence will result in the offer being withdrawn or in dismissal.

Equality and diversity

Spelthorne Borough Council is committed to equality of opportunity for all in relation to the services and functions it carries out and in the employment practices it follows. As a responsible employer, the Council will conduct its affairs in a manner which will not unlawfully and unjustifiably cause disadvantage to any employee or job applicant on the following grounds: age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief or marriage and civil partnership.

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

Complaints about equality and race equality issues will be dealt with promptly and seriously. Please refer to our website for further information.

Eligibility to work in the UK

The Asylum and Immigration Act makes it a criminal offence for employers to recruit staff who are not entitled to work in the UK. Therefore any offer of employment will be subject to the provision of documentary evidence to demonstrate that the successful candidate is entitled to work in the UK.

What happens after I submit in my application?

The shortlisting panel will look at your application form after the closing date to see how well your skills, experience and knowledge meet the requirements of the job set out in the person specification. Candidates who are shortlisted for interview will be advised of the arrangements.

Telephone **01784 4464263** or e-mail recruitment@spelthorne.gov.uk with any queries.

You are also able to apply online using www.surreyjobs.info

surreyjobs.info
A revolution for Public Sector jobs in Surrey
www.spelthorne.gov.uk





Advert

Evening Meals on Wheels Driver Maternity cover 6 - 9 months

Job Share 8 hours per week (Thursday & Friday 4 hours each evening approx. 4-8pm)

£5,628 to £6,271 pro rata pa

We are seeking to appoint a temporary maternity cover Meal on Wheels Driver to work two evenings per week. The role will be based at The Fordbridge Centre in Ashford.

Your main duty will be to cover our meals on wheels deliveries. This will involve loading meals into the van's ovens for cooking, driving, and delivering meals to vulnerable people.

This is a fulfilling role that requires the ability to think on your feet and to communicate well with others. You will be working primarily with older people who are often very vulnerable so will need a caring disposition, remain calm in all circumstances and be flexible. Previous experience is desirable, although training will be provided.

A full manual driving licence is essential. You will also be required to take a driving medical and food handling medical.

The ability to converse at ease with customers and provide advice in accurate spoken English is essential for customer facing posts. These posts fall within the scope of the Code of Practice on English language requirement for public sector workers. The Council, therefore, has a statutory duty under Part 7 of the Immigration Act 2016 to ensure that post holders have a command of spoken English sufficient for the effective performance of the job requirements. If you have any queries or would like to discuss this further, please contact Human Resources.

Please note as part of the employment checks this post will be subject to an enhanced Disclosure & Barring Service (DBS) check.

In return, we can offer excellent conditions of service with a benefits' package that includes flexible working hours, pension scheme and at least 23 days' paid leave per year (pro rata for part time).

Closing date: 13 April 2026 12 noon

Interview date: 25 April 2026

To apply please use the 'apply online' button below.

CVs can only be accepted in support of a completed application form.

Unfortunately, we are unable to reply to all candidates. If we have not contacted you within 3 weeks of the closing date then your application has been unsuccessful.

All shortlisted applicants will be contacted via email after the closing date.

Working towards equal opportunities

Strictly No Agencies



Job Description

Date Prepared: February 2026

Post Title: Evening Meals on Wheels Driver

Post Number: 6184, 6184(A) **Grade:** 2/3

Service: Independent Living

Section Head: Group Head Community & Wellbeing

Report To: Senior Independent Living Operations Manager

General Duties:

- To work as part of the Independent Living Services Team which promotes the independence of retired people in Spelthorne.
- Load and deliver meals on wheels to residents within the Borough of Spelthorne. To probe & record meal temperatures before delivery.
- Update Independent Living Office or duty manager with any incidents whilst delivering meals and any changes and events at the end of the round.

Essential Requirements:

- To ensure that you follow the statutory Adults at risk procedures and guidelines at all times.
- Awareness and understanding of Safeguarding.
- To complete vehicle checks, this includes re-fuelling of van and basic maintenance checks and completion of all necessary paperwork.

General Responsibilities:

Equal Opportunities:

The Council is committed to achieving equality of opportunity and expects all employees to implement and promote its policies in all areas of their work including attending training as appropriate.

GDPR:

The council is committed to the principle of confidentiality and the requirements of the Data Protection Act and expects all employees to implement and promote its policies in all areas of their work including attending training as appropriate.

Health and Safety:

The Council is committed to providing a healthy and safe working environment and expects all employees to implement and promote policies in all areas of their work including attending training as appropriate.

Particular duties and responsibilities:

1. To assist the Senior Independent Living Operations Manager in all aspects of maintaining these front-line services.
2. When necessary, take on extra meals from other rounds, ensuring all meals are delivered within the Borough.
3. Ensure that the Meals on Wheels Chefmobil vehicle is cleaned both internally and externally including the vehicle's ovens & fridge when needed or when specified by manager.
4. Assist with all aspects of catering in accordance with health & safety and food hygiene regulations when making sandwiches.
5. To ensure that the meal on wheels loading areas and freezers remain a clean, safe and organised environment at all times and to highlight any health & safety issues to Centre manager.
6. To attend relevant training courses as and when required.
7. Carry out such other duties as may be required by your Group Head/Deputy Chief Executive appropriate to your skills and to a level of responsibility not exceeding the grade on which you are appointed. In accordance with the Equality Act any reasonable adjustments will be made to overcome any factor which puts a disabled employee or applicant at a disadvantage.

Person Specification

POST: Evening Meals and Wheels Driver

POST NUMBER: 6184

Key Job Requirements	Desirable/ Essential	Testing Mechanism
Skills		
Computer Literacy	E	App Form/ Interview
Communication Skills	E	App Form/ Interview
Organisation Skills	E	App Form/ Interview
Customer Care Skills	E	App Form/ Interview
Self-Motivated & Work on own Initiative	E	App Form/ Interview
Good Numeracy Skills	E	App Form/ Interview
Experience		
Working with Older People	D	App Form/ Interview
Knowledge		
Knowledge of Older People Services	D	App Form/ Interview
Knowledge of Spelthorne	D	App Form/ Interview
Qualifications		
Current UK Manual Driving Licence	E	App Form
Personal Qualities		
Flexibility	E	App Form/ Interview
Caring Disposition	E	App Form/ Interview
Diplomatic/Discretion	E	App Form/ Interview
Team Working	E	App Form/ Interview