

JOB DESCRIPTION FOR CANDIDATES APPLYING FOR BUS ESCORT

Purpose of Job: **To assist a student from home to school on a daily basis**

Responsible to: **Principal and the Chief Executive**

Hours of Work: **To be decided hours (morning and afternoon)**

Responsibilities:

- Must ensure that they are on the bus at time of first pick-up and last set down
- Are responsible for the safety of children when opening and closing doors prior to “stop” and “move off”
- Assisting children to board and alight safely from the school bus
- Making sure all children are seated with appropriate straps, harnesses where provided
- Ensure that each pupil is received by some responsible person at the set down point

Duties:

- Supervision of children travelling on the bus
- Maintain a good working relationship with the driver of the bus
- Act as liaison between Principal and/or Class Teacher and parents when required, i.e. conveyance of messages and letter to parents
- Observe confidentiality in all aspects of work
- Be aware of particular disabilities of children on the bus and be briefed by the Principal on how to deal with same, e.g. epilepsy etc.
- Perform any other duties relevant to the position of escort which may be assigned by the Principal from time to time
- Unless under exceptional circumstances, the escort should never leave the bus
- The escorts position on the bus should be where maximum control of children is achieved i.e. at back of the bus
- Report all concerns to the Principal and/or Class Teacher
- To comply with Laois and Offaly Education and Training Board policies and procedures
- The above list is not exhaustive

PERSON SPECIFICATION FOR CANDIDATES APPLYING FOR BUS ESCORT

The minimum required standard of education for appointment to the post are:

A FETAC level 3/QQI Level 3 major qualification on the National Framework of Qualification or a minimum of three grade D's in the Junior Certificate or equivalent

- Each appointment to Laois and Offaly Education and Training Board is subject to receipt of a satisfactory disclosure from the National Vetting Bureau.
- Two written references.

Characteristics/attributes should include:

- Candidates should have experience in working with children, have an understanding of special needs and be able to deal with parents and school staff in a professional way
- Good planning and organising skills
- Excellent interpersonal skills