

ADVERT ID 207096

## School Transport Bus Escort

### Portmarnock Community School

Carrickhill Road Portmarnock D13 F766  
<https://www.portmarnockcommunityschool.ie>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Post Primary  
**Date Posted:** Wed Dec 20 2023 11:29:28  
**Application Closing Date:** Fri Jan 5 2024  
**Commencement Date:** Mon Jan 8 2024  
**Status of Post:** Fixed-term  
**Number of Vacancies:** 1  
**Number of hours per week:** 15  
This is a readvertisement

#### POST DETAILS

##### Additional Information:

School Transport Bus Escort (15 hpw)

Times per day:

Monday, Tuesday, Thursday, Friday (AM) 7:30-9:00 and 4:00-5.30(PM)

Wednesday (A.M.) 7.30- 9.00 and 12.55- 2.10 (PM)

(During term time)

The Board of Management of Portmarnock Community School invites applications for the position of

School Bus Escort at Portmarnock Community School.

Purpose of Job:

To assist student/s from home to school on a daily basis Responsible to: School Principal or other

designated officer. The responsibilities and duties listed below are general in scope and are not meant to be exhaustive in relation to the work to be undertaken by a School Transport Bus Escort

Responsibilities

- Must ensure that they are on the bus/taxi 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/taxi.
- Making sure all children are seated with appropriate straps or harnesses where provided. •

Ensure

that each pupil is received by some responsible person at the set down point.

Duties

- Supervision of children travelling on bus/taxi.
- Maintain a good working relationship with the driver of the bus/taxi.
- Act as liaison between Principal and/or Class Teacher and parents when required i.e. conveyance of messages or letters to parents.
- Observe confidentiality in all aspects of work.
- Be aware of particular disabilities of children on the bus/taxi 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/taxi.
- The Escorts position on the bus should be where maximum control of children is achieved i.e. at

back of bus/taxi.

- Report all concerns to the Principal and/or Class Teacher.

- The Escort is expected to participate in training which will be provided from time to time

Candidates should have experience of working with children, have an understanding of Special Education Needs and be able to deal with parents and school staff in a professional manner.

School Bus Escorts will be expected to travel to and from an agreed pick-up and drop-off point to meet the bus.

Applicants must supply suitable character references and Garda Vetting will be mandatory to appointment.

Person Specification

Essential Criteria

- Understands the importance of supporting children with special educational needs in order to facilitate their attendance at school.

- Strong interpersonal and communication skills to ensure positive and effective relationships with principal/class teacher, driver, parents, students and other relevant stakeholders.

- Have a calm, patient and sensitive attitude.

Desirable:

- Qualification/certificate in the area of: Special Needs Assistant / Childcare.

- Experience of working with children with special needs.

General Terms and Conditions of Employment:

Remuneration: ? The rate of pay is currently €13.40 per hour and is subject to the conditions set out by the

Department of Education and Skills from time to time. ? Garda Vetting: The appointment is

subject to Portmarnock Community School receiving a

satisfactory vetting disclosure from the National Vetting Bureau.

Please send your C.V. along with contact details of character referees by email to

office@portmarnockcommunityschool.ie for the attention of the Principal, H Tobin no later than 4 p.m. Friday 5th January 2024

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## APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)
- CV (Digital)

Applications may be submitted by

- Email

## APPLY TO THIS JOB VACANCY

**Roll Number:** 91324P

**Apply To:** H Tobin  
Principal  
Portmarnock Community School  
Carrickhill Road Upper  
Portmarnock  
D13 F766

**County:** Dublin

**Postal District:** Dublin 13

**Enquiries To:** [office@portmarnockcommunityschool.ie](mailto:office@portmarnockcommunityschool.ie)

**Website:** <https://www.portmarnockcommunityschool.ie>