

ADVERT ID 221721

## School Transport Bus Escort

### Firhouse Educate Together Secondary School

Oldcourt Road Ballycullen D24 NY6R  
<https://www.firhouseetss.ie>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Post Primary  
**Date Posted:** Tue Jul 30 2024 13:51:58  
**Application Closing Date:** Tue Aug 13 2024  
**Commencement Date:** Mon Aug 26 2024  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1  
**Number of hours per week:** 15

#### SCHOOL DETAILS

**School Type:** Secondary School  
**School Structure:** Co-Educational  
**Droichead school:** Yes

#### POST DETAILS

**Additional Information:**

Thank you for your interest in the role of school transport bus escort in our school. Firhouse Educate Together Secondary School opened in August 2018 as a restorative, equality-based second-level school.

Purpose of Job: To assist student/s from home to school on a daily basis (hours typically 07:00 - 08:30 (daily) and 14:30 - 16:00 (Mon/Wed) / 15:30 - 17:00 (Tues/Thurs/Fri)  
Responsible to: Principal or other designated team member

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 student 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 the principal and/or designated team member and parents/guardians when required i.e., conveyance of messages or letters to parents/guardians.
- Observe confidentiality in all aspects of work.
- Be aware of particular disabilities of children on the bus/taxi and be briefed by the principal or designated staff team member 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 or designated staff team member from time to time.
- Unless under exceptional circumstances, the escort should never leave the bus/taxi.

- The escort's 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 designated staff team member.
- The escort is expected to participate in training which will be provided from time to time.

#### Person Specification

##### Essential Criteria

- The minimum required standard of education for appointment to the post of transport escort is:-
  - a FETAC Level 3 major qualification on the National Framework of Qualifications, OR
  - a minimum of three grade Ds in the Junior Certificate, OR equivalent.
- 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/designated staff team member, driver, parents/guardians, students and other relevant stakeholders.
- Have a calm, patient and sensitive disposition.

##### 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.
- Garda Vetting: The appointment is subject to Board of Management and Department of Education approval, and also to receiving a satisfactory eVetting disclosure from the National Vetting Bureau.

We look forward to hearing from you.

#### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

<b>Roll Number:</b>	68307J
<b>Apply To:</b>	recruitment@firhouseetss.ie
<b>County:</b>	Dublin
<b>Postal District:</b>	Dublin 24
<b>Enquiries To:</b>	<a href="mailto:recruitment@firhouseetss.ie">recruitment@firhouseetss.ie</a>
<b>Website:</b>	<a href="https://www.firhouseetss.ie">https://www.firhouseetss.ie</a>
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