

ADVERT ID 238656

School Transport Bus Escort

Convent of Mercy PS

Sallins Road Naas W91 XC94

<https://mercyconvent.ie>

MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Sun Jun 15 2025
Application Closing Date:	Mon Jun 23 2025
Commencement Date:	Tue Sep 2 2025
Status of Post:	Fixed-term
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Girls with Infant Boys
School Patronage:	Catholic
Total No. of Teaching Staff:	28
Current Enrolment:	550
Droichead school:	Yes

POST DETAILS

Additional Information:

Mercy Convent Primary School is seeking to appoint two part-time Bus Escorts to accompany autistic pupils on transport to and from school. These are separate positions, each with a defined daily route, operating every school day (Monday to Friday) in line with the school calendar year (182 days).

Position 1 involves a daily schedule of approximately 3.5 hours per day (17.5 hours per week).

The bus escort will leave Mercy Convent at approximately 7:30am, travel to Kildare Town and Caragh and return to the school by 9:00am. In the afternoon, the bus escort will complete two routes: one from 1:40pm to 2:40pm and another from 2:40pm to 3:40pm.

Position 2 is approximately 2.5 hours per day (12.5 hours per week). The bus escort will leave the school at around 7:30am, travel to Straffan and return to Mercy Convent by 9:00am. The bus escort will have one afternoon route from 1:40pm to 2:40pm

Key Responsibilities:

Assisting children safely on and off the bus/transport.

Ensuring all children are properly seated and secured before transport departs.

Maintaining responsibility for pupils' safety during the journey, until handed over to school staff or a responsible adult.

Ensuring a responsible adult receives the child at drop-off points.

Maintaining positive communication with parents and school staff.

Respecting confidentiality in all duties.

Carrying out any other duties as assigned by the Principal/Deputy Principal.

Additional Information:

Hourly Rate: €15.50 (as determined by the Department of Education)

Pay Frequency: Fortnightly during school terms

Bus escorts do not work during school holidays but will receive holiday pay as per regulations.

We will also compile a panel of substitute Bus Escorts to cover absences or future vacancies during the 2025–2026 school year.

All appointments will be subject to Garda Vetting certification and TUSLA Children First.

Please place 'Bus Escort Application' in subject line of application email.

APPLICATION REQUIREMENTS

- Letter of Application
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	15040T
Apply To:	Sallins Road Naas W91 XC94
County:	Kildare
Enquiries To:	recruitment@mercyconvent.ie
Website:	https://mercyconvent.ie

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