

ADVERT ID 258007

## School Transport Bus Escort

### Convent of Mercy PS

Sallins Road Naas W91 XC94  
<https://mercyconvent.ie>



#### MAIN DETAILS

**Status:** Active  
**Level:** Primary  
**Date Posted:** Tue Jun 30 2026  
**Application Closing Date:** Wed Jul 8 2026  
**Commencement Date:** Thu Aug 27 2026  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Total No. of Teaching Staff:** 37  
**Current Enrolment:** 635  
**Droichead school:** Yes

#### POST DETAILS

##### Panel of Applicants:

An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period (four months for teacher posts and the duration of the school year for SNA posts) from the date on which the Board approves the successful candidate.

##### Additional Information:

Part-Time Bus Escort Vacancy

Mercy Convent Primary School is seeking to appoint a part-time Bus Escort to accompany autistic pupils travelling to and from school each day.

The position operates in line with the primary school calendar (182 school days) and is approximately 2 hours per day, Monday to Friday:

Morning: 8:00am – 9:00am  
 Afternoon: 1:30pm – 2:30pm

Please note that these times are subject to change prior to the commencement of the school year.

##### Key Responsibilities:

Assist pupils safely on and off the school transport.  
 Ensure pupils are securely seated and safely restrained before the vehicle departs.  
 Supervise and support pupils throughout the journey, ensuring their safety at all times.  
 Handover pupils safely to the appropriate school staff on arrival and to a responsible adult at the designated drop-off point.  
 Maintain positive and professional communication with parents, transport providers and school staff.

Respect confidentiality in all aspects of the role.  
Carry out any other duties as assigned by the Principal or Deputy Principal.

#### Additional Information

Hourly Rate: €15.98 (as determined by the Department of Education)

Payment: Weekly during school term (paid in arrears).

Bus Escorts do not work during school holidays but will receive holiday pay in accordance with Department of Education regulations.

The school will also establish a panel of substitute Bus Escorts to provide cover for staff absences and any vacancies that may arise during the 2026–2027 school year.

All appointments are subject to satisfactory Garda Vetting and compliance with TUSLA Children First requirements.

Please email your application with "Bus Escort Application" included in the subject line.

[It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position upon offer of employment.](#)

#### APPLICATION REQUIREMENTS

- Letter of Application
- CV (Digital)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 15040T  
**Apply To:** [recruitment@mercyconvent.ie](mailto:recruitment@mercyconvent.ie)  
**County:** Kildare  
**Website:** <https://mercyconvent.ie>

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