



**School Transport Bus Escort required for  
Maynooth Post Primary School, Maynooth, Co. Kildare**

**Bus Route: Maynooth – Clane**

**2 Hours in the morning – 7:30 am– 9:30 am (Mon-Fri)**

**2 Hours in the evening – 15:30 pm – 17:30pm (Mon-Thur)  
12:00 pm – 14:00pm (Fri)**

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

### **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.

## 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/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 from time to time.
- **Garda Vetting:** The appointment is subject to Kildare and Wicklow ETB receiving a satisfactory vetting disclosure from the National Vetting Bureau.

**Please complete fully the official application form and submit by email to:**  
[jobapplications@kwetb.ie](mailto:jobapplications@kwetb.ie) **before 12 noon Thursday, 9th November 2023**

## General Guidelines

- Please read the application form carefully and ensure it is completed as comprehensively as possible.
- All sections of the application form must be completed in full.
- All information must be set out on the official application form. If required, additional pages may be used. **ADDITIONAL CV WILL NOT BE ACCEPTED.**
- Late applications will not be accepted.