

The Regis Academy Independent School

Bus Escort – Job Description

Job Title:	Bus Escort
Reports to:	Facilities and Admin Officer and Head of Centre
Contract Term:	<p>Minimum 10 hours per week, would be dependent on number of pupils needing transport to the school and their location.</p> <p>Morning pick-ups and afternoon drops off – can be flexible with commitment of hours – Approximately hours 7am – 9am / 3pm – 5pm, Monday to Friday - Term Time only.</p> <p>Casual contract that will potentially be moved to contracted at a later date.</p>
Salary:	£9.00 per hour
Job Purpose	
<p>To escort The Regis Academy’s pupils on the school minibus to collect and drop off pupils each day in a responsible and competent manner, ensuring the safety of passengers, other road users, members of the public and yourself at all times.</p>	
Duties and responsibilities	
<ul style="list-style-type: none"> • Collect pupils from their parents/carers at designated locations and ensure return delivery in the same manner • Supervise all passengers whilst on school vehicle as part of the home school transport service • Responsibility for the health and safety, comfort and welfare of pupils and staff throughout the journey, ensuring all passengers have their bags and equipment secured and seatbelt fastened • Reporting any vehicle defects, faults, incidents and accidents • Ensuring the vehicle is in a clean and roadworthy condition before and after use • Maintaining company image: working attire should be worn at all times and kept in a clean and tidy condition • Working within health and safety guidelines and other guidelines that may be issued from time - to - time • Maintain the Home School Transport Service register of passengers • Become familiar with all routes to and from school to be of assistance to the driver • Any other duties as required by line manager suitable with the post • Comply with policies and procedures relating to child protection, health safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person 	
Training	
<ul style="list-style-type: none"> • Attend relevant training courses as identified and agreed • First Aid at Work 	

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Bus Escort – Person Specification



Values and attitudes	Essential	Desirable
Pleasant approachable personality	✓	
Ability to maintain control of children	✓	
An ability to communicate with a range of people	✓	
Ability to work on own initiative and as part of a team	✓	
Reliable and trustworthy	✓	
Honest, sense of responsibility and confidentiality	✓	
Flexible approach to working arrangements	✓	
Sensitivity to pupil and family needs	✓	
Willing to undertake training as appropriate	✓	
Willing to undertake additional training to enhance the services delivered by school	✓	
Experience, skills and knowledge		
Experience of working in a similar position and/or with children	✓	
First aider		✓