Job Description/Person Specification School Transport Escort

Nature of the Post:	Fixed Term/Part time School Transport Escort
Job Title:	School Transport Escort
Department/Section:	Drumshanbo VS
Organisation:	MSL ETB
Reporting to:	School Principal
Key Duties/Responsibilities of the Job/ (KARs):	• Ensure that s/he is on the school transport at the time of the first pick-up and last set down. • Is responsible for the safety of children when opening and closing doors prior to "stop" and "move off". • Observe confidentiality in all aspects of work • Assist children to board and alight safely from the school transport. • Ensure that all children are seated with appropriate straps and harnesses where provided. • Supervise the children travelling on the school transport and to and from the school transport into and out of the School/classrooms. • Maintain a good working relationship with the driver of the school transport. • Observe confidentiality in all aspects of work. • Be aware of particular disabilities of children on the school transport and be briefed by the School Principal on how to deal with same i.e. epilepsy etc. • Perform any other duties relevant to the position of escort which may be assigned by the School Principal from time to time. • Not leave the school transport unless under exceptional circumstances • Ensure that his/her position on the school transport is where maximum control of the children is achieved. • Report all concerns to the School Principal and/or Class Teacher. • Carry out any other duties appropriate to the grade which may be assigned from time to time. Escorts are expected to comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to school principal. Escorts are expected to attend relevant training courses as identified and agreed by school Principal and carry out any other duties as required suitable with the post.

Salary:	€13.40 per hour
Essential Requirements:	• Punctual, reliable and trustworthy • Good organisational and time management skills • Flexible with the ability to deal with unexpected events and changing work activities • Willingness to work outside normal hours as required • Experience and understanding of Health and Safety
Desirable Requirements:	• Ability to work effectively and supportively as a member of the school team • Good interpersonal and communication skills • Ability to act on own initiative • First Aid/Manual Handling qualification • Experience of working in a similar position and/or with children
Key Competencies:	
Team Work:	• Show respect for colleagues and co-workers • Ability to work effectively and supportively as a member of the school team • Offers own ideas and perspectives • Understands own role in the team, making every effort to play his/her part
Customer Service and Communication Skills:	• Actively listens to others understanding their perspectives/requirements/needs • Communicates clearly and concisely when speaking and in writing • Ability to follow instructions • Good interpersonal and communication skills
Delivery of Results:	• Completes work in a timely manner • Adapts quickly to new ways of doing things • Punctual, reliable and trustworthy
Drive & Commitment to MSL ETB and Public Service Values:	• Consistently strives to perform at a high level and deliver a quality service • Is thorough and conscientious, even if work is routine • Demonstrates resilience in the face of significant demands and challenges • Ensures that the learner is at the heart of all services provided • Is personally honest and trustworthy • Acts with integrity and supports this in others