

**JOB DESCRIPTION**

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| **Job Title:** | Bus Escort |
| **Reporting To:** | Principal |
| **Grade:** | Bus Escort (Part Time Hourly Rate €14.48 per hour (inclusive of holiday pay). |
| **Location:** | Panel to be established for Schools within the WWETB Scheme in the Wexford area (excluding the Gorey area).  |

**Summary of Position:**

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| The school bus escort travels on a bus with pupils attending schools within WWETB Scheme, accompanying them on the journey to and from school.  |

**Main Duties**

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| The role of the Bus Escort will include the following:* Supervision of children travelling on bus
* Maintain a good working relationship with the driver of the bus
* Act as liaison between Principal and/or Class Teacher and parents when required i.e. conveyance of messages and letter to parents.
* Observe confidentiality in all aspects of work.
* Be aware of particular disabilities of children on the bus 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
* The escorts position on the bus should be where maximum control of children is achieved i.e. at back of bus
* Report all concerns to the Principal and/or Class Teacher
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**Selection Criteria**

Selection criteria outline the qualifications, skills, knowledge and/or experience that the successful candidate must demonstrate for successful discharge of the responsibilities of the post. Applications will be assessed on the basis of how well candidates satisfy these criteria.

Mandatory:

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| * Education and Qualifications
* A QQI(FETAC) Level 3 major qualification on the National Framework of Qualifications, OR

 A minimum of three Grade Ds in the Junior Certificate, OR Equivalent * Have the requisite knowledge, skills and competencies to carry out the role.
* Open communication
* Interpersonal skills
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Desirable

* Experience working with children with Special Educational Needs
* Qualification/Certification in the area of: Special Needs Assistant/ Childcare/ Pre Nursing/ Relevant Post

Competencies

* Communication and Customer Focus
* Planning & Organisation
* Goal Setting & Flexibility
* Initiative & Problem Solving
* Specialist Knowledge, Experience & Self-Development

**Further Information for Candidates**

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| * The hours of work may be subject to change in relation to the needs of the Centre and the student(s) availing of the service.
* The rate of pay is currently €14.48 per hour (inclusive of holiday pay) (this rate is subject to review) and is subject to the conditions set out by the Department of Education from time to time.
* Late applications will not be accepted.
* The successful candidate(s) will be subject to Garda Vetting and Reference Checks,
* A panel may be formed in respect of future temporary/substitute Bus Escort vacancies arising in the Wexford area of WWETB (excluding the Gorey, area).
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