

ADVERT ID 142140

## School Transport Bus Escort

### St Catherine's Special School

Kilmullen Lane Newcastle Greystones Co. Wicklow A63 X985  
<https://www.stcatherinesspecialschool.ie>

#### MAIN DETAILS

<b>Status:</b>	Deactivated
<b>Level:</b>	Primary
<b>Date Posted:</b>	Thu Sep 3 2020
<b>Application Closing Date:</b>	Thu Sep 17 2020
<b>Commencement Date:</b>	Tue Oct 13 2020
<b>Status of Post:</b>	Part-Time
<b>Number of Vacancies:</b>	2

#### SCHOOL DETAILS

<b>School Type:</b>	Special School
<b>School Structure:</b>	Vertical
<b>Gender:</b>	Co-Educational
<b>School Patronage:</b>	Other
<b>Total No. of Teaching Staff:</b>	15
<b>Current Enrolment:</b>	90
<b>Droichead school:</b>	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:**

St. Catherine's Special School requires a School Bus Escort to accompany SEN children to and from school.

Employment is on a part time basis during school term time only for c.20 hours per week. The hourly rate of pay is in line with the Department of Education and Skills guidelines for school bus escorts.

The escort must have their own transport to and from the pick-up and drop-off point i.e. St. Catherine's Special School. Initial morning pick-up at c.7.30am and initial evening pick up at the school c2.30pm and final evening drop-off at c.4.30pm.

The escort is responsible for the safety of the child on board the bus/taxi and will be required to provide pupil care needs including but not limited to assisting the child getting on and off the bus, securing appropriate seat belts etc.

Appointment is subject to Garda vetting and appropriate character references.

Further Information - The Bus Escort duties include but are not limited to:

- 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".
- Assist children to board and alight safely from the school transport.

- Ensure that all children are seated with appropriate straps and harnesses where provided.
- Ensure that each pupil is received by some responsible person at the set down point.
- 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.
- Act as liaison between the School Principal and/or class teacher and parents when required i.e. conveyance of messages and letters to parents.
- Observe confidentiality in all aspects of work.
- Be aware of particular disabilities of children on the school transport and be capable of dealing with same.
- Perform any other duties relevant to the position of escort which may be assigned by School Management/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.

#### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

<b>Roll Number:</b>	19522L
<b>Apply To:</b>	Kilmullen Lane Newcastle Greystones Co. Wicklow A63 X985
<b>County:</b>	Wicklow
<b>Enquiries To:</b>	<a href="mailto:vacancies@stcatherinesspecialschool.ie">vacancies@stcatherinesspecialschool.ie</a> 01 2819525
<b>Website:</b>	<a href="https://www.stcatherinesspecialschool.ie">https://www.stcatherinesspecialschool.ie</a>

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