

ADVERT ID 186933

## School Transport Bus Escort

### Harolds Cross Educate Together Second Level

151-153 Harold's Cross Road Harold's Cross Dublin 6W  
<https://www.hcetss.ie>



#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Post Primary  
**Date Posted:** Tue Mar 14 2023  
**Application Closing Date:** Fri Mar 31 2023  
**Commencement Date:** Mon Apr 17 2023  
**Status of Post:** Fixed-term  
**Number of Vacancies:** 1  
**Number of hours per week:** 15

#### SCHOOL DETAILS

**School Type:** Voluntary Secondary School  
**School Structure:** Co-Educational  
**Current Enrolment:** 450  
**Droichead school:** Yes

#### POST DETAILS

##### Additional Information:

Harold's Cross Educate Together Secondary School (HCETSS) opened in August 2020 in temporary accommodation on the site of the former Greyhound Racing Stadium, Harold's Cross.

This is also the proposed permanent location of the school which when built will ultimately accommodate 1000 students.

We are looking for a enthusiastic, friendly Bus Escort, to join our team. This would be in a part-time capacity to facilitate transport of students enrolled in our school.

Applicants would need to be available in the morning before school and after school. (School begins at 8:20am and finishes at 4.00pm Mon, 3.00pm Tues - Thurs, and 12.30pm Fri.

The successful candidate will need to work every day that the school is open. Hours will be confirmed when the route is confirmed.

The job of a bus escort entails the following:

##### 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.

##### 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.
- Report all concerns to the Principal and/or Class Teacher.
- The Escort is expected to participate in training which will be provided from time to time

#### Person Specification

##### Essential Criteria

• The minimum required standard of education for appointment to the post of Transport Escort is:- o 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 additional 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 and Skills from time to time.

Garda Vetting: The appointment is subject to Harold's Cross ETSS receiving a satisfactory e-vetting disclosure from the National Vetting Bureau.

To apply: email [recruitment@hctss.ie](mailto:recruitment@hctss.ie)

Send a CV, references and please include a letter detailing why you would like to work as a Bus Escort and any relevant experience you may have.

Late applications will not be accepted.

#### APPLICATION REQUIREMENTS

- [It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.](#)
- CV (Unbound/Slide Binder)
- CV (Digital)

Applications may be submitted by

- Email
- Post

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 68365A  
**Apply To:** Principal  
151/153 Harold's Cross Road  
Harold's Cross  
Dublin 6W  
D6W HP44  
**County:** Dublin  
**Postal District:** Dublin 6W  
**Enquiries To:** [recruitment@hctss.ie](mailto:recruitment@hctss.ie)  
**Website:** <https://www.hctss.ie>

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