ADVERT ID 261837

School Transport Bus Escort

Scoil an Chroí Ró Naofa Íosa

Huntstown Way Huntstown D15KF65
https://www.shns.ie

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Fri Sep 4 2026
Application Closing Date:	Mon Sep 14 2026
Commencement Date:	Mon Sep 28 2026
Status of Post:	Fixed-term
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream with Special Classes
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Total No. of Teaching Staff:	52
Current Enrolment:	700
Droichead school:	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:
1. Position Overview
Sacred Heart of Jesus National School is seeking a reliable, caring and child-centered School Transport Bus Escort to accompany and support pupils attending our ASD Classes on their daily journeys to and from school. The Bus Escort is responsible for ensuring the safety, comfort and wellbeing of pupils during transit, supporting them in a calm, caring and supportive manner. The escort plays a vital role in bridging the transition between the pupil's home and the school environment.

2. Route & Schedule Details
The run will Initially be for a single pupil traveling between Whitehall (Dublin 9) and the school in Huntstown (Dublin 15).
The hours are approximately 7:20am to 8:40am & 2:20pm to 3:40pm daily, Monday to Friday during school term time.
The appointment is subject to the transport provider confirming their capacity to fulfill the route and the exact time schedule. The School Bus Escort is expected to travel to and from an agreed pick-up and drop-off point to meet the bus driver or taxi, which will be finalised when both the contractor and the escort are appointed.

3. Duties and Responsibilities
• Accompany and supervise children for the duration of their journey, ensuring their safety, comfort and wellbeing on board the bus/taxi.
• Ensure all pupils are seated with appropriate seat belts secured.

• Maintain a calm, supportive and safe environment on board the transport vehicle during transit.
• Assist pupils safely in boarding and alighting the transport vehicle.
• Ensure pupils are handed over safely to a designated member of school staff (SNA or teacher) in the morning, and to a parent, guardian, or authorised responsible adult at the set-down point in the afternoon.
• Be aware of and support the individual care needs, specific disabilities, or medical conditions of the children on the route during transit as required.
• Cooperate with the transport driver and act as a professional liaison between school management (Principal, Deputy Principal, and/or class teacher) and parents/guardians when required.

4. Candidate Requirements
• Essential Character: Punctuality, reliability and a child-centered, caring approach are essential requirements for this role.
• Good interpersonal and communication skills are required to collaborate with children, parents, drivers and school staff.
• Prior experience working with children with special educational needs or additional care needs is highly desirable.
• Candidates should provide details of any relevant qualifications and training, such as First Aid, Manual Handling, or related courses.

5. Terms of Employment & Remuneration
• Hourly Rate of Pay: The hourly rate of pay is set by the Department of Education and Youth, currently €15.98 per hour.
• Schedule & Term-Time: Employment is term-time only, and bus escorts are not paid during school holidays.
• Contract Type: The position is a fixed-term position linked directly to the duration of placement of the student in the ASD Class. Continuation of the contract is also subject to Department of Education sanction, the continuation of the specific route service, or termination by the Board of Management in accordance with the Contract of Employment.

6. Recruitment & Employment Contingencies
All appointments are subject to the following statutory and administrative requirements, in accordance with Department of Education guidelines:
• Satisfactory completion of Garda Vetting requirements.
• A satisfactory pre-employment occupational health check.
• Verification of professional and character references.
• Holding a valid Statutory Declaration and completing the Form of Undertaking for the position upon offer of employment.
• Successful completion of the Tusla Children First E-Learning (1-hour) online course.

7. Application Process
Interested candidates should submit their application, including a current CV and cover letter via email to: sacredheartapplications@gmail.com.

It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position upon offer of employment.

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	19755L
Apply To:	sacredheartnsapplications@gmail.com
County:	Dublin
Postal District:	Dublin 15
Website:	https://www.shns.ie

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