ADVERT ID 262554

School Transport Bus Escort

Scoil Phadraig

Newport Road Westport F28 V023
https://www.scoilphadraig.ie

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Thu Oct 1 2026
Application Closing Date:	Fri Oct 16 2026
Commencement Date:	Mon Nov 2 2026
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Total No. of Teaching Staff:	26
Current Enrolment:	333
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:
Position Overview & Working Hours
* Position: School Transport Escort (Part-Time, Fixed-Term)
* Working Schedule: Monday to Friday during school term time, in line with the school calendar.
Split-shift availability required:
* Morning: 8:30 AM – 8:45 AM (approx.)
* Afternoon: 1:25 PM – 1:40 PM (approx.)
* Note on Hours: Daily hours are 30 minutes total (2.5 hours weekly). Times are approximate and subject to minor adjustments based on route changes or pupil needs. The actual start date may differ slightly from the initial commencement date.

Key Duties & Responsibilities
* Safety & Care: Assist pupils safely on and off the transport vehicle (bus or taxi) and ensure proper use of seatbelts, car seats, or specialized safety equipment.
* Transit Support: Accompany pupils throughout the journey, maintaining a calm, supportive, and safe environment.
* Communication & Liaison: Maintain professional communication with the driver, parents/guardians, and school management regarding transit updates, delay notifications, or messages.
* Handover: Ensure pupils are safely handed over to school staff on arrival and to a responsible adult at afternoon drop-off.
Requirements & Qualifications
* Experience: Experience working or caring for children—particularly children with special

educational needs—is required/desirable.
* Training: Up-to-date First Aid or Manual Handling training is an advantage.
* Core Skills: Strong communication, interpersonal, and problem-solving skills.
* Professional Attributes: High degree of reliability, punctuality, and a strict commitment to child protection and confidentiality. Our school is committed to safeguarding and promoting the welfare of children.
* Transport: Applicants must have their own reliable transport to reach the designated pick-up/drop-off points agreed upon with the transport contractor.

Remuneration & Conditions of Appointment
* Hourly Rate: Paid at the standard Department of Education hourly rate (€15.98 per hour, subject to official Department adjustments). Holiday pay (8%) is accrued and paid separately during school closure periods.

* Appointment Checks: Any offer of employment is subject to:
* Mandatory Garda Vetting clearance.
* Completion of a Statutory Declaration and Form of Undertaking.
* Satisfactory professional/character references.
* Pre-employment Occupational Health Screening.

Application & Interview Information
* Interviews: Shortlisted candidates will be invited to attend interviews held during the week of the 19th October.
A one or two day orientation may be required prior to starting.

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
- Copy of Certificates, Diplomas, Degrees
- External Application Form

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	20230F
Apply To:	jobs@spw.ie
County:	Mayo
Website:	https://www.scoilphadraig.ie

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