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**JOB DESCRIPTION**

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| **Competition Title:** | Bus Escort Panel |
| **Grade:** | Bus Escort |
| **Reporting To:** | Principal or nominee |
| **Tenure:** | Temporary, Part-time Positions |
| **Locations:** | Gorey Hill School |
| **Applications to:** | [vacancies@wwetb.ie](mailto:vacancies@wwetb.ie) |
| **Competition Profile:** | Open Competition |

**Summary of Position**

The school bus escort travels on a bus with pupils attending Gorey Hill School accompanying them on the journey to and from school each day, Monday to Friday. The job requires the escort to care for the pupils on the bus and escort them into school in the morning and back home in the afternoon.

The Bus Escorts will work approx. 3 hours each school calendar day, from approx. 7:45am to 9:15am and 2.00pm to 3:30pm. To note some routes will have a 6:45am/7:00am start time and will work approx. 5/5.5 hours each school calendar day.

**Essential Requirements**

* The minimum required standard of education for appointment to the post of Special Needs Assistant is 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.
* Have the requisite knowledge, skills and competencies to carry out the role.
* 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 Criteria**

* Experience working with children with Special Educational Needs
* Qualification/Certification in the area of: Special Needs Assistant/ Childcare/ Pre Nursing/ Relevance to the post.

**Main Duties**

The duties and responsibilities of a Bus Escort 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.

**Salary**

The rate of pay is currently €15.50 per hour (excluding holiday pay). Holiday pay is paid at 8%.

Salary will be paid in accordance with such rates as may be authorised by the Minister for Education

from time to time for Bus Escort positions.

**Application Form**

Applications must be made on the official Bus Escort Application Form and all sections must be completed in full. When completing the application form accuracy is essential as the information supplied in the form will play a central part in the selection process. Applications can be accessed via: <https://www.wwetb.ie/about/organisation/human-resources/vacancies/>.

**Shortlisting**

WWETB is an Equal Opportunities Employer. WWETB reserves its right to shortlist candidates, in the manner it deems most appropriate, to proceed to the interview stage of the competition. Shortlisting will be on the basis of information supplied on the Application Form and the likely number of vacancies to be filled*. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form.*

The shortlisting process will provide for the assessment of each applicant’s application form against predetermined criteria that reflect the skills and depth of experience considered to be essential for a position at this level. Canvassing will automatically disqualify.

**Interview**

Selection from shortlisted candidates, shall be by means of a competition based on an interview conducted by WWETB.

**General Information**

* **Pre-Employment Assessments**

Any offer of employment will be subject to verification of information provided on the application form, pre-employment medical examination, reference checks, and Garda vetting.

* **Citizenship**

Candidates should note that eligibility to compete for posts is open to citizens of the European Economic Area (EEA) or to non-EEA nationals with a valid work permit. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreement may also apply.

* **Character**

Candidates shall be of good character.

In the event of potential conflicts of interest, candidates may not be considered for certain posts.