



St. Columba's College, Stranorlar, Co. Donegal.

Phone: (074) 9131246

Email: admin@stcolumbasstranorlar.ie

School Transport Bus Escort (12.5 hours per week)

Times per day:

Monday, Tuesday, Thursday and Friday 7:40 - 8:55 am and 4:00 - 5:15pm

Wednesday 7:40 - 8:55 am and 1:20- 2:35 pm

During term time

Purpose of Job: To assist a student from home to school on a daily basis

Responsible to: School Principal or other designated officer

The responsibilities and duties listed below are general in scope and are not meant to be exhaustive in relation to the work to be undertaken by a School Transport Bus Escort

Responsibilities

- Must ensure that they are on the bus at time of first pick-up and last set down (Mart Road, Stranorlar).
- 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.
- 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 the school 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 or letters 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.
- 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.
- 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**
 - o A minimum of three grade Ds in the Junior Certificate, **OR**
 - o 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 special needs.

General Terms and Conditions of Employment:

- **Remuneration:** The rate of pay is **currently €13.40 per hour + 8% holiday pay** 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 St. Columba's College receiving a satisfactory vetting disclosure from the National Vetting Bureau.

Please complete fully the official application form and submit by post to St. Columba's College or by email to: staffrecruitment@stcolumbasstranorlar.ie before **4pm on Wednesday 7th August 2024.**

General Guidelines

- Please read the application form below carefully and ensure it is completed as comprehensively as possible.
- All sections of the application form must be completed in full.
- All information must be set out on the official application form. If required, additional pages may be used. **ADDITIONAL CV WILL NOT BE ACCEPTED.**
- Late applications will not be accepted.

APPLICATION FORM – ST COLUMBA’S COLLEGE

BUS ESCORT 2024/25



1. PERSONAL DETAILS

Name:	
Address:	
Eircode:	
Telephone No:	
E-mail:	

2. PENSION HISTORY & EMPLOYMENT STATUS

Are you currently in receipt of a Public Service Pension in respect of previous employment?	Yes	No
Are you currently in a Pension Scheme?	Yes	No
Are you currently in receipt of a State Pension?	Yes	No
Are you on a career break from a Public Service employment?	Yes	No
If so, please give details		
Are you currently on maternity leave?	Yes	No
If appointed, please indicate the earliest date you would be available to take up duty?		

3. EDUCATION AND QUALIFICATIONS

3.1 Qualifications and Training:			
Dates	Course Title/Award	Location/Awarding Body	Level on NFQ Framework

3.2 Relevant, non-accredited courses other than those outlined in 3.1 such as: First Aid, Epilepsy Awareness:

Dates	Course Title/Award	Location/Awarding Body	Level on NFQ Framework

4. Employment Record

4.1 Please give details of your current position:

Dates (From/To) Total number of months employment	Name of Employer	Job Title	Location

4.2 Please provide details of your work history beginning with the most recent position:

Dates (From/To) Total number of months employment	Name & Address of Employer	Position Held & Whole-time or Part-time	Summary of Main Duties	Reasons for Leaving

5. Gaps in Employment History: Please indicate the reason for any gaps in employment history:

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6. References

It is the policy of St. Columba's College to seek a reference from two people (other than relatives or friends) with knowledge of you and your work to whom professional reference

can be made. One should be your current or most recent employer. [Please note: your referees may be contacted without further communication with you].

Reference Number 1	Reference Number 2
Name:	Name:
Address:	Address:
Mobile No.:	Mobile No.:
Email Address:	Email Address:
Position:	Position:

7. Declaration

I certify that all particulars in this application are true and correct, to the best of my knowledge and belief. I am aware that any employment offered to me is dependent upon the information given here being correct. I am aware that false or misleading information or deliberate omissions may result in termination of any employment offered.

Signature of Applicant: _____ **Date:** _____