The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

Job details

Job title: Bus Escort

Directorate: [School name - amend as appropriate]

Reporting to: Headteacher / Business Manager / Bursar

Grade: Scale 5

Job description

Purpose of the post:

- Supervising pupils 1:1 or in groups whilst on Home-School transport, ensuring their safety and well-being.
- Ensuring that pupils are collected and delivered to and from the correct place and handed to the responsible person in accordance with pre-determined arrangements.
- Promoting the general well being of pupils travelling to and from school.

Main duties and responsibilities:

General:

- Receiving pupils from parents or school staff, assisting them to board the bus safely.
- Ensuring that each pupil is safely and comfortably seated for the duration of the journey.
- Assisting pupils safely from the bus, delivering them to parents or school staff.
- Maintaining a legible and accurate register for all pupils in accordance with the procedure agreed at the school.
- Liaising with the School Office, parents/carers daily as appropriate.
- Notifying the Headteacher/School Office immediately if it is not safe for a pupil to be delivered on the journey home, adhering to agreed procedures.
- Dealing with any unexpected difficulties which may occur such as missing parents, breakdowns, delays etc.
- Establishing a positive and practical link between home and school and delivering verbal and written messages.
- General supervision throughout the journey.
- Managing pupils who are showing anti-social behaviour in accordance with the guidelines in operation at the school.
- Assisting pupils with any mobility problems.
- Being aware of any medical needs and procedures for individual pupils.
Liaising with school staff and parents in following through behaviour programmes.
Seeking advice/support from the Headteacher or her or his nominee where there are serious concerns about any pupil.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

General requirements:
- Take part in the school's performance management system.
- Attend governing body meetings on a regular basis.
- Enhanced CRB Check.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
# Job Description and Person Specification

## Person Specification

[To add extra rows, right-click in the last row and select Insert > Insert Rows Below…]

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. None.</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Experience</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Experience of communicating accurately, both verbally and orally.</td>
<td>✓</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Knowledge</th>
<th>Essential</th>
<th>Desirable</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Ability to lift and carry pupils and to manipulate wheelchairs, etc.</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>5. Ability to demonstrate sensitivity towards pupils with multi-sensory impairments.</td>
<td>✓</td>
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</tr>
<tr>
<td>6. Ability to communicate at a child's level.</td>
<td>✓</td>
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<tr>
<td>7. Ability to deal with physical problems, such as epileptic fits.</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
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