



Castlebar School

Job Description

Job Title: School Transport Marshall

Grade: Scale 3

Salary: £7,790 - £7,900 per annum

Hours: 10 hours per week: 8.30 am – 9.30 am and 2.30 pm – 3.30 pm
Monday to Friday, term-time, plus 5 training days

Main Purposes of the Job

To support the safe arrival and departure of pupils travelling to and from school via Local Authority transport arrangements.

Working under the direction of the SEN Transport Section and the school's leadership team, the School Transport Marshall is responsible for managing transport movements on site, supporting Passenger Assistants and drivers, and promoting the safety and welfare of pupils with complex special educational needs and disabilities.

Main Duties and Responsibilities

- Ensure the safe arrival and departure of pupils travelling on Local Authority transport.
- Supervise the movement, parking, loading and unloading of transport vehicles in accordance with school procedures and risk assessments.
- Support Passenger Assistants and drivers in ensuring the safe transfer of pupils between vehicles and school staff.
- Monitor the transport area and take appropriate action to minimise health and safety risks.
- Promote and safeguard the welfare of pupils at all times, following school and Local Authority safeguarding procedures.
- Demonstrate an understanding of the physical, medical, emotional and behavioural needs of pupils with special educational needs and disabilities.
- Liaise effectively with pupils, parents, transport staff, school staff and Local Authority officers on transport-related matters.
- Report safeguarding, welfare, transport, health and safety concerns, accidents or incidents promptly through the appropriate procedures.
- Maintain accurate daily records of transport issues, incidents and operational concerns.
- Follow all procedures outlined in the Passenger Assistant and Marshal Guidelines and any additional instructions issued by the SEN Transport Section or the school.

- Wear and display the required identification badge whilst on duty.
- Attend relevant meetings and training as required.
- Work within the school's policies and procedures, including safeguarding, health and safety, equality and diversity.
- Promote equality of opportunity and treat all pupils, families and colleagues with dignity and respect.
- Undertake any other duties commensurate with the grade of the post.

Health and Safety

- Take reasonable care of their own health and safety and that of others affected by their actions.
- Comply with all health and safety legislation, school procedures and risk assessments.
- Report hazards, defects and unsafe practices promptly.

Signatures: Line Manager and Job Holder

Signature of Manager:

Date:

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Signature of post holder:

Date:

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