

Mini Bus Chaperone

Salary Grade: Minimum wage (plus holiday pay)
Hours: Casual, as required

Purpose and Vision

To supervise students on the school minibus in a responsible and competent manner, ensuring the safety of the passengers, other road users, members of the public and yourself at all times.

Key responsibilities

- To ensure that the conduct of the children, whilst on the vehicle, does not put anyone at risk and to report any disruptive behaviour .
- Completing a student register to record students entering and exiting the mini bus
- To submit written reports to the school of any incidents as mentioned above.
- Be familiar with student's profiles and needs.
- Ensure students are safely conducted from their collection points to the minibus and their seat belts properly secured.
- Seeing students on and off the bus, and always ensuring that students exit and enter the vehicle on the pavement side of the bus and never into the road.
- Assist Driver where clients need the wheelchair ramp to lift them into the bus
- Ensure student have all their possessions when escorting them off the bus
- Maintain and help to promote a good school image, working attire should be always worn and kept in a clean and tidy condition.
- Work within health and safety guidelines and other guidelines that may be issued from time-to-time
- Work within the constraints and guidelines as set out in the school handbook.
- To undertake any other associated duties as required by the Principal or Estates Manager

Minibus Chaperone – Person specification

Attribute	Essential	Desirable
Qualifications	Basic standard of literacy and Numeracy	First Aid certificate
Experience		Previous experience of working with children
Experience & Skills	- Good communication skills - Ability to work unsupervised and use own initiative	
Special requirements	- Awareness & ability to maintain confidentiality - Ability to work under pressure - This post is subject to an enhance DBS check	Ability to be available at short notice