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Bord Oideachais agus Oiliúna
Phort Láirge agus Loch Garman
Waterford and Wexford
Education and Training Board

Job Description: Bus Escort

Thank you for your interest in joining **Waterford and Wexford Education and Training Board (WWETB)**. We are excited that you are considering a rewarding career with an organisation committed to making a positive impact on the communities we serve.

This job description provides you with all the key information you need to understand the role, the benefits of working with us, and what sets WWETB apart as a great place to build your career. Whether you're seeking a new challenge, professional development, or the opportunity to contribute to education and training in our region, WWETB offers a dynamic and supportive environment for your career.

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Job Description

This Job Description is designed to provide you with a clear and comprehensive overview of the role, outlining the key responsibilities and expectations that come with the position of Bus Escort. It will guide you through the tasks you will be expected to undertake and show how your contributions will play a crucial part in achieving the broader goals of the organisation.

In addition, it will highlight the essential qualifications, experience, skills, and competencies we seek in the ideal candidate. This will help you assess how your background aligns with our needs, ensuring that you are well-informed about what we're looking for and how you can best contribute to the success of the team.

Title:	Bus Escort
Location:	Gorey Hill School, Co. Wexford
Route:	Route(s): Initial requirement to cover a Wexford Town route, however, a panel may be formed to fill any further vacancies that may arise on additional routes during the academic year.
Reporting to:	School Principal
Tenure:	Fixed-term contract for the 2026/27 academic year (Contract will terminate on the final day of school before the Summer break)
Competition Profile:	This is an **open** competition
Hourly Rate:	€15.82 per hour
Working Hours:	Approx 20 hours per week over 5 days - this may vary based on the needs of the school and students availing of the service and any additional vacancies that may arise.
Annual Leave:	Paid holiday pay three times a year based on the number of hours worked

Job Summary

The Bus Escort travels on a bus with pupils attending the school accompanying them on the journey to and from school each day. The job requires the Bus Escort to care for the pupils on the bus and accompany them into school in the morning and back home in the afternoon.

Key Responsibilities

The duties of the Bus Escort will include, but are not limited to:

- Supervising students while travelling on the bus to and from school.
- Maintaining a positive and professional working relationship with the bus driver.
- Act as liaison between Principal and/or Class Teacher and parents when required i.e. conveyance of messages and letter to parents.
- Being familiar with the specific needs or conditions of students on board (e.g., epilepsy) and following any guidance provided by the Principal.
- Perform any other duties relevant to the position of Bus Escort which may be assigned by the Principal from time to time.
- Maintain confidentiality at all times and promptly report any concerns related to student welfare or safety to the Principal and/or Class Teacher.

This job description offers a broad outline of the role's key duties and is designed to be flexible and adaptable. It will be reviewed periodically to ensure it remains aligned with organisational needs.

Essential Requirements

The following outlines the essential qualifications, skills, and competencies required for candidates applying for the **Bus Escort** position. These criteria are designed to ensure that applicants possess the necessary foundation to excel in the role and contribute effectively to the organisation's goals.

- A minimum 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 and skills to carry out the role.

Desirable Requirements

The following outlines the desirable requirements for candidates applying for the **Bus Escort** position and may be used to facilitate shortlisting should there be a high volume of applicants;

- Previous experience working with children, particularly those with Special Educational Needs (SEN).
- Relevant qualifications or certifications in any of the following areas: Special Needs Assisting / Childcare/ Pre Nursing/ Relevant Post

Person Specification

- Understand 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.

Eligibility to Apply

Candidates must, by the date of job offer, be:

- A citizen of the European Economic Area. The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- A citizen of the United Kingdom (UK); or
- A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- A non-EEA citizen who is a spouse or child of an EEA or Swiss citizen and has a stamp 4 visa; or
- A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa; or
- A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or Switzerland and has a stamp 4 visa