



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

Candidate Information Guide: 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 booklet 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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Your Introduction to WWETB

"At WWETB **our vision** is to lead learning through the delivery of high-quality, inclusive, responsive, and innovative education and training services in our community."

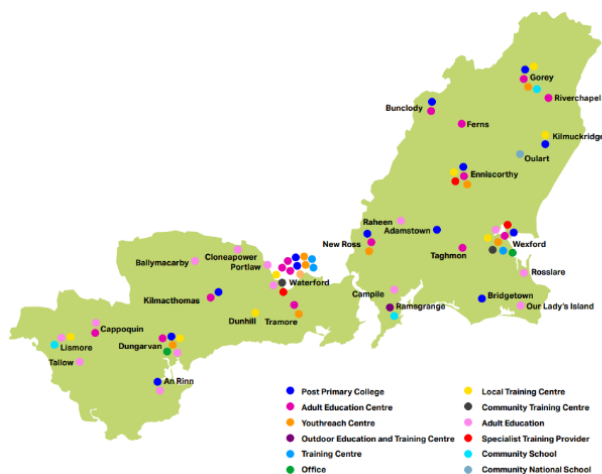


Our mission is to provide a wide range of high-quality education and training programmes, services and supports to children, young people and adults across the Waterford and Wexford region".
WWETB Strategy Statement 2023-2027

Waterford and Wexford Education and Training Board (WWETB) is the statutory regional education and training authority for counties Waterford and Wexford and has 15 multi-denominational and co-educational schools with over 6,000 students within its remit. This includes 12 post-primary schools, one community national school, one school for children and young people with autism and complex learning needs and one post leaving cert college. WWETB is joint patron of the 3 community schools in Waterford and Wexford.

WWETB has responsibility for Further Education and Training (FET) across Waterford and Wexford, which encompasses full-time and part-time courses. There are currently over 20,000 adult learners availing of education and training with WWETB. We manage the local state provision of apprenticeships and provide many courses for young people and adults who are starting out, starting over and upskilling. We also provide adult literacy courses, including English language tuition.

Location of Centres within WWETB



WWETB Core Values

Other major programmes include Music Generation which provides music performance education to thousands of young people across the two counties. We manage Youthreach and Youthwork projects, we provide Outdoor Education and Training (Shielbaggan), and we play a lead local role in supporting Ukrainians in education.

At the heart of WWETB's success are our dedicated staff members. We are proud of our team, whose commitment ensures that learners remain at the centre of everything we do. Our staff play a pivotal role in shaping the future of education and training across the region, and we are continually striving to meet the evolving needs of our communities. We are excited about the potential that new staff bring to WWETB, and we look forward to the possibility of you joining our team to help us achieve our mission of providing high-quality, community-focused education and training. Further information can be found on our website www.wwetb.ie

Conditions of Service

As a valued member of WWETB, you will enjoy competitive public sector pay rates. We are committed to your professional growth, offering ongoing learning and development opportunities to help you thrive in your career. Additionally, we support your career progression and well-being through various initiatives designed to enhance both your personal and professional life. While this document provides an overview of conditions of services staff members will be required to refer to their contract of employment for specifics relating to their employment terms.

Salary

Bus Escorts are paid €15.50 per hour. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

Payment Arrangements

Payment will be made monthly in arrears by Electronic Fund Transfer (EFT) into a bank account of an officer's choice. Payment cannot be made until a BIC code and IBAN number and bank sort code has been supplied to the Human Resources Department. Statutory deductions from salary will be made as appropriate.

Tenure

The term of appointment for this role is contained in the Job Description. The appointee will be required to serve a probationary period as outlined in the contract of employment. If at any time during this probation it appears that the appointee would not be suitable for final appointment, the probation will be terminated.

Annual Leave

Bus Escorts are paid holiday pay three times a year based on the number of hours worked.

Hours of Attendance

Hours of attendance at work will be arranged from time to time by WWETB and will vary based on the needs of the school and the student(s) availing of the service. Standard working hours will be agreed with your Line Manager. Please refer to the Job Description for more information.

Sick Leave

In accordance with the provisions of the Public Service Sick Leave Scheme, employees are entitled to paid sick leave, subject to certain conditions and limitations.

Declaration

Applicants will be required to declare whether they have previously availed of a Public Service Scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

Important Notice

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate.

Candidate Responsibilities

Candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned.
- Be suitable on the grounds of character.
- Be suitable in all other relevant respects for appointment to the post concerned

If successful, they will not be appointed to the post unless they:

- Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed.
- Are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

Candidates in the recruitment process must not:

- knowingly or recklessly provide false information.
- canvass any person with or without inducements.
- interfere with or compromise the process in any way.
- record the interview or any feedback conversations.

Candidates who are found in breach of any of the above, will be disqualified from the campaign and any offer of employment may be revoked/terminated. A third party must not impersonate a candidate at any stage of the process.

It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection process e.g. through social media or any other means, may result in you being disqualified from the competition.

WWETB will not be responsible for any expense a candidate may incur in attending for interview.

Contact Us

For further information, please feel free to contact us:

Address: Recruitment Team, WWETB, Ardcahan Business Park, Ardcahan, Co. Wexford Y35 P9EA

Phone: 053-912 3799

Email: vacancies@wwetb.ie