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**Job Description**

**Job Title:** Minibus Chaperone (0.5381 fte)

**Reports To:** Operations Manager

**Working Time:** 06.00-08.30 and 17.30-20.00 (25 hours pw) worked on Monday-Friday each week during term-time

**Purpose of Job:**

To accompany Royal Russell school pupils to and from School in a responsible and competent manner ensuring the safety of the passengers, and themselves, at all times

**Main Duties and responsibilities:**

* To be responsible for the safety, comfort and welfare of passengers
* At the commencement of the journey, liaise with the Driver, as appropriate, to check that seatbelts are fastened and bags and equipment are secured safely.
* Supervise boarding and disembarking of pupils to and from the vehicle
* Complete and maintain accurate records of pupils and parents using the service each day
* Keep parents informed of any changes to an alternative route plan
* From time to time be available for other school trips as agreed by the Operations Manager or member of SLT
* Maintain and help promote a good school image
* Work within health and safety guidelines and other guidelines that may be issued at all times

**General Responsibilities:**

* Ensure the safety and well-being of children and young people at the School by adhering to and complying with the School’s Safeguarding (including Child Protection) Policy and Procedures at all times
* Display correct staff identification at all times whilst on site
* Attend training and staff INSET sessions organised by the School to provide a consistent approach across the entire school staff population
* Attend Royal Russell Day and Open Day as required.
* Adhere at all times to Health and Safety legislation, and all departmental policies and procedures, to ensure their own safety and that of colleagues, pupils and visitors
* Carry out any other reasonable duties as requested by the Headmaster or members of the Senior Leadership Team.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job holder’s actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

**April 2021**

 **Person Specification – Minibus Chaperone**

The person specification focuses on the range of criteria required to undertake the role effectively. Candidates will be assessed from their Application Form and personal statement (A), interview (I) as appropriate.

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| **Criteria** | **Essential** | **Desirable** | **Measured by/evidence** |
| **Education and Experience** | * GCSE in Maths and English (at level 4 or above) or equivalent
* Capable of supervising the safety of children
* Willing to undertake training as appropriate (including First Aid)
 | * Previous experience of working in a school
 | AII |
| **Personal competencies and qualities** | * Honest, reliable and trustworthy
* Pleasant approachable personality
* Tact, sensitivity and the ability to handle confidential material with discretion
* Ability to communicate with a range of people (pupils, parents, staff)
* Ability to work on own and within a team
* Sense of responsibility and confidentiality
* Sensitivity to user needs
* Able to remain calm and professional in all situations
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| **Other requirements** | * Commitment to promote and safeguard the welfare of children, young persons and vulnerable adults
* Flexible approach to working hours
* Empathy with the ethos and aims of Royal Russell School
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I acknowledge receipt of this job description dated April 2021 and agree to undertake the duties and responsibilities contained within it. I understand and accept that the contents of this job description may be varied at a later date to include other responsibilities of an equivalent level in line with my qualifications, skills and experience.

Signed: ………………………………………………….. Dated: ………………………