

Grading

Job Description and Employee Specification

<u>Job title:</u> Escort	<u>Service area:</u> Economy
<u>Post number:</u>	<u>Division:</u> Communities
<u>Grade:</u> 2	<u>Section/team:</u> Operational Transport
<u>Overall purpose of job:</u> To safely escort, by general direction and supervision, pupils and special educational needs children from their home or pick up point and during their transport to and from school.	
Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.	
<u>Main responsibilities:</u> 1. Secures children in seats by means of harness, car seat or other means appropriate to their physical needs. 2. Attends to cases of sickness, fits, incontinence etc which may occur during journeys using appropriate medication equipment as instructed. Keeps up to date with specific medical needs of the children through liaison with parents/school. 3. Supervises children to meet parent or school staff at boarding or dropping off point. Ensure their safe boarding and disembarking from the vehicle. 4. Provides interest for the children by reading or conversation (verbally or by signs). 5. Responds to and resolves all incidents on the vehicle. 6. Received information from the parents of children and gives feedback on the general welfare of the children. 7. Take responsibility for children in the absence of parents/carers in an emergency.	

Job Description and Employee Specification**Knowledge, skill and experience:**

- Experience of working with children
- First aid experience
- Interpersonal skills (Patient, caring, diplomatic)
- Basic written English (to complete routine records)
- Good spoken English
- Able to respond flexibly to situations within guidelines.
- Able to meet physical demands of post e.g. pushing wheelchairs, assisting people with limited mobility
- Able to work as part of a team
- Willingness to complete safeguarding and CSE training within a six month period.

Creativity and innovation:

- Deals with routine issues, following laid down procedures.

Contacts and relationships:

- Chargehand – Daily
- Parents – Daily
- Schools – Daily
- Other Staff Members – Daily

Decision making:

- Works with the driver within a clearly defined set of instructions.

WORK ENVIRONMENT**Work demands:**

- Routine work, where there may be some interruptions e.g. child getting ill.

Physical demands:

- Securing children in seats

Working conditions:

- Travelling on a minibus or in a taxi.

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Work context:

Dealing with children with additional needs, which may present some challenging behaviour

Position in organisation:

Indicate how many staff the post is directly accountable for:

Are posts in more than one location? Yes ☐ No ☐

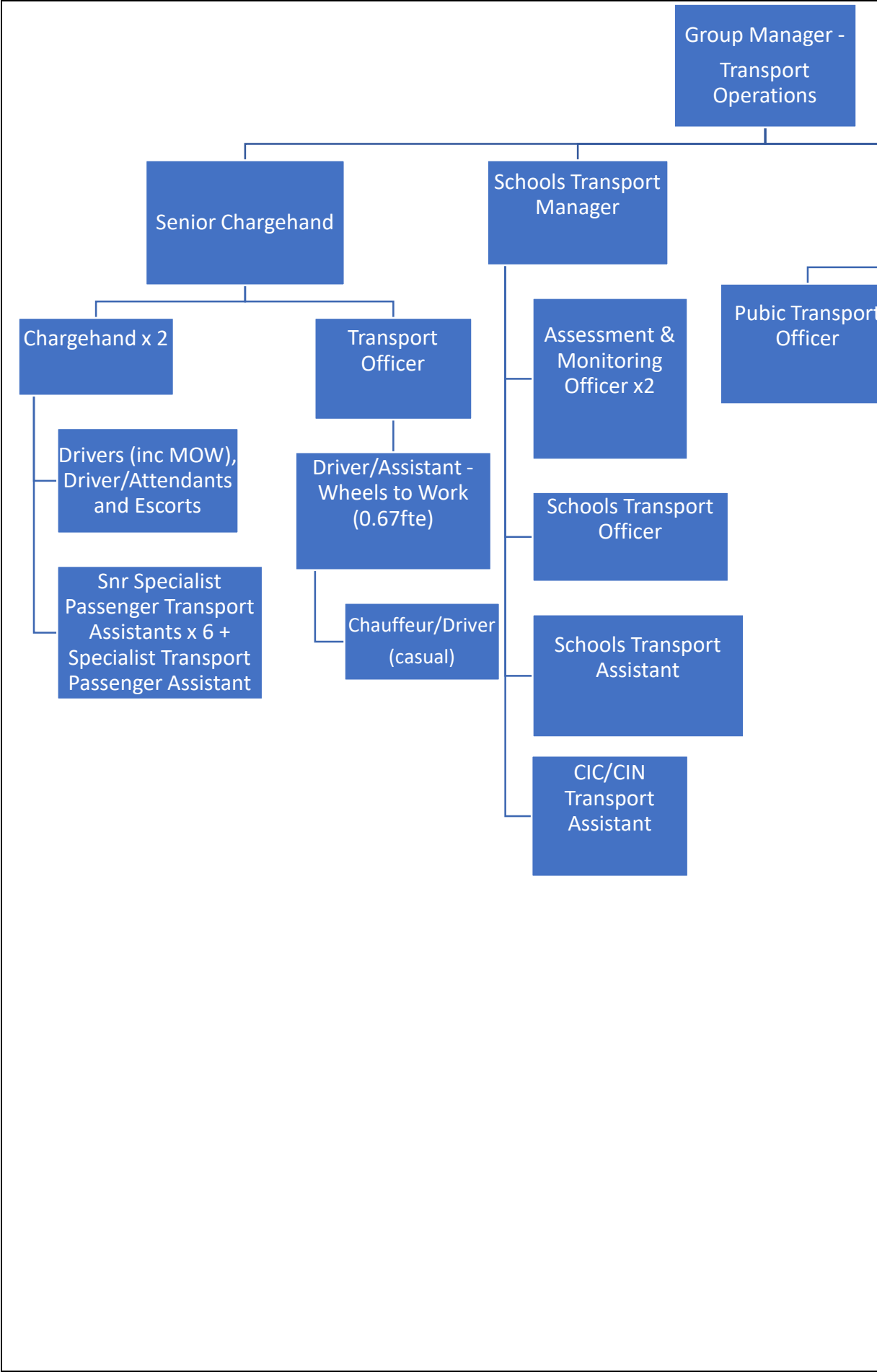
Is this at the same site? Are the posts managed highly mobile?

Is the supervision/management shared with another post in the structure?
Yes ☐ No ☐

Please indicate which post(s)

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Job Description Version Control	
Date evaluated	
Date updated	
Updated by (manager name)	
Checked by (HR name)	

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ESSENTIAL CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	Application form (follow up at interview)
• Experience of working with children. • First aid experience • Able to work as part of a team • Respond flexibly to situations within guidelines. • Interpersonal skills (patient, caring, diplomatic) • Able to meet physical demands of post e.g. pushing wheelchairs, assisting people with limited mobility	
Knowledge, Skills and Experience	Interview
•	
Education, Training and Qualifications	Application form (follow up at interview)
• Basic written English (to complete routine records) • Good spoken English	
Working Arrangements	Interview
• Usually assigned to a specific route but may be required to undertake any escort duties in the Transport Section (appropriate to skills & licence). This may require alternate starting and finishing times and commencing duties at alternate sites.	

DESIRABLE CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	Application form (follow up at interview)
• Experience of working with people with additional needs or older people • Disability Awareness • Knowledge of local geography • Basic care skills • Safeguarding • CSE	
Knowledge, Skills and Experience	Interview

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Education, Training and Qualifications	Application form (follow up at interview)
First Aid qualification	
Working Arrangements	Interview

THE POST IS SUBJECT TO:

Disclosure of convictions under the Rehabilitation of Offenders (Exemption) Act 1974

Yes ☒No ☐

Political restriction

Yes ☐No ☒

The ability to speak fluent English under the Immigration Act 2016

Yes ☒No ☐

• Version Control

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