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KILDARE AND WICKLOW
EDUCATION AND TRAINING BOARD

School Transport Bus Escort required for:

Location: Maynooth Post Primary, Maynooth, Co. Kildare (20hpw)

Bus Route: From Robertstown/Maynooth
Maynooth/Robertstown
(07.30 am – 09:30 am, 15:30pm – 17:30pm)

Details:

- **Hours per week: 20**
- **Hours per day: 4**
- **Days of the week: 5**

Purpose of Job: To assist student/s from home to school on a daily basis

Responsible to: School Principal or other designated officer

The responsibilities and duties listed below are general in scope and are not meant to be exhaustive in relation to the work to be undertaken by a School Transport Bus Escort

Responsibilities

- Must ensure that they are on the bus/taxi at time of first pick-up and last set down.
- Are responsible for the safety of children when opening and closing doors prior to 'stop' and 'move off'.
- Assisting children to board and alight safely from the school bus/taxi.
- Making sure all children are seated with appropriate straps or harnesses where provided.
- Ensure that each pupil is received by some responsible person at the set down point.
- The Escort is expected to participate in training which will be provided from time to time

Duties

- Supervision of children travelling on bus/taxi.
- Maintain a good working relationship with the driver of the bus/taxi.
- Act as liaison between Principal and/or Class Teacher and parents when required i.e. conveyance of messages or letters to parents.
- Observe confidentiality in all aspects of work.
- Be aware of particular disabilities of children on the bus/taxi and be briefed by the Principal on how to deal with same, e.g. epilepsy etc.

- Perform any other duties relevant to the position of escort which may be assigned by the Principal from time to time.
- Unless under exceptional circumstances, the escort should never leave the bus/taxi.
- The Escorts position on the bus should be where maximum control of children is achieved i.e. at back of bus/taxi.
- Report all concerns to the Principal and/or Class Teacher.

Person Specification

Essential Criteria

- The minimum required standard of education for appointment to the post of Transport Escort is:-
 - A FETAC Level 3 major qualification on the National Framework of Qualifications, **OR**
 - A minimum of three grade Ds in the Junior Certificate, **OR**
 - Equivalent.
- Understands 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.

Desirable:

- Qualification/certificate in the area of: Special Needs Assistant / Childcare.
- Experience of working with children with special needs.

General Terms and Conditions of Employment

- **Remuneration:** The rate of pay is **currently €15.50 per hour + holiday pay** and is subject to the conditions set out by the Department of Education from time to time.

Hourly rate of pay is €15.50 per hour, see Appendix 3 of Circular 0020/2025.
Holiday pay is calculated at a rate of 8% of the hourly rate. This equates to €1.24 (€15.50 x 8%).
Holiday pay is paid as a separate payment during Christmas, Easter and summer breaks.
Bus Escorts are entitled to claim social welfare entitlements during summer closures
- **Garda Vetting:** The appointment is subject to Kildare and Wicklow ETB receiving a satisfactory vetting disclosure from the National Vetting Bureau.

Please complete fully the official application form and submit by email to:
jobapplications@kwetb.ie **before 12 noon Friday 12th September 2025**

General Guidelines

- Please read the application form carefully and ensure it is completed as comprehensively as possible.
- All sections of the application form must be completed in full.
- All information must be set out on the official application form. If required, additional pages may be used. Additional cv will not be accepted.
- Late applications will not be accepted.

