

## Mini Bus Chaperone

**Salary Grade:** Minimum wage (plus holiday pay)  
**Hours:** Casual, as required

### Purpose and Vision

To supervise students on the school minibus in a responsible and competent manner, ensuring the safety of the passengers, other road users, members of the public and yourself at all times.

### Key responsibilities

- To ensure that the conduct of the children, whilst on the vehicle, does not put anyone at risk and to report any disruptive behaviour .
- Completing a student register to record students entering and exiting the mini bus
- To submit written reports to the school of any incidents as mentioned above.
- Be familiar with student's profiles and needs.
- Ensure students are safely conducted from their collection points to the minibus and their seat belts properly secured.
- Seeing students on and off the bus, and always ensuring that students exit and enter the vehicle on the pavement side of the bus and never into the road.
- Assist Driver where clients need the wheelchair ramp to lift them into the bus
- Ensure student have all their possessions when escorting them off the bus
- Maintain and help to promote a good school image, working attire should be always worn and kept in a clean and tidy condition.
- Work within health and safety guidelines and other guidelines that may be issued from time-to-time
- Work within the constraints and guidelines as set out in the school handbook.
- To undertake any other associated duties as required by the Principal or Estates Manager

Minibus Chaperone – Person specification

| Attribute            | Essential   | Desirable  |
|----------------------|---|--|
| Qualifications       | <ul style="list-style-type: none"> <li>• Basic standard of literacy and Numeracy</li> </ul>   | <ul style="list-style-type: none"> <li>• First Aid certificate</li> </ul>                        |
| Experience           |   | <ul style="list-style-type: none"> <li>• Previous experience of working with children</li> </ul> |
| Experience & Skills  | <ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Ability to work unsupervised and use own initiative</li> </ul>  |  |
| Special requirements | <ul style="list-style-type: none"> <li>• Awareness &amp; ability to maintain confidentiality</li> <li>• Ability to work under pressure</li> <li>• This post is subject to an enhance DBS check</li> </ul> | <ul style="list-style-type: none"> <li>• Ability to be available at short notice</li> </ul>      |