

Role Requirements

Post:	Escort
Job Family/ Grade/Level:	PCS/Grade 1
Summary of Role:	Responsible for ensuring the safety, care, and supervision of children and young people during transport to and from their school or centre. This includes maintaining a secure environment within the vehicle and supporting safe boarding and alighting procedures. The main duties and responsibilities include: • Supervise children and young people while travelling, ensuring vehicle doors remain closed and no passengers attempt to board or leave while in motion. • Board the vehicle before the first child or young person is collected. • Ensure that children/young people are securely seated and seat belts fastened before the vehicle moves; this can include providing physical assistance when required, including the use of hoists and lifts. • Confirm the vehicle stops only at designated points and assist children and young people to board safely. • Ensure children and young people leave the vehicle safely and are handed over to school or centre staff. • Ensure that children and young people disembark only at their designated stops, unless any changes have been formally approved by the school head teacher or transport coordinator. • Deliver messages or information between children and young people's homes and centres as required.

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
Education, Qualifications & Training	Demonstrated Secondary Education	First Aid Certificate Health and Safety	Interview Tasks
Skills	Demonstrate effective literacy and numeracy skills	Experience of working with children in a care/educational environment Carry out duties according to instruction and standard procedure. Refer non-standard situations elsewhere. Deal with immediate emergency situations.	Interview Tasks
Knowledge	Practical experience in workplace with fragile and vulnerable people to understand safety hazards. Knowledge of where to refer emergencies and non-standard cases.	Knowledge and understanding one to one and small group interaction	Interview Tasks Application form
Other	Interested in working with children	Experience in lifting and maneuvering service users for transit (e.g. wheelchair users).	Interview
Competencies			
	Forward Thinking – Level 1		
	Communicating – Level 1		
	Customer Orientation – Level 1		
	Attitude in change – Level 1		
	Motivation – Level 1		