



**Clackmannanshire
Council**

www.clacks.gov.uk

Comhairle Siorrachd
Chlach Mhanann

Casual Pupil Travel Assistant

£14.39 per hour



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Recruitment Process and Key Dates

Apply online at www.myjobscotland.gov.uk. Applications should be submitted online using the forms provided through the myjobscotland portal.

CVs will not be considered.

All applications must be received by 11.59pm on the closing date. Late applications will not be considered.

Your application form should contain sufficient information and evidence to demonstrate that you have the skills and experience required for the post.

KEY DATES

We would ask that you note the dates of the recruitment timetable and ensure you are available to meet the scheduled arrangements.

- Closing date: 31/12/2026

You will be notified by email at each stage of the process. Please ensure that you check your junk/spam as sometime emails from my job Scotland go into there.

We will advise all candidates of the outcome of the recruitment process as soon as possible.

If you are the successful candidate:

- (a) You will be asked to submit a completed pre placement health questionnaire so that the necessary medical clearance can be obtained prior to commencement of employment.
- (b) We require **two** references. Your reference will be written to after interview. One must be from your current or most recent employer who may be contacted and can comment on your experience and competence for this post. Please state their position in the company / organisation. It would be helpful if you could advise your referees of these arrangements. Please ensure that the email address is correct for them on the application form before submitting as we contact all references by email, as this may delay the manager confirming a start date with you.
- (c) You may, depending on the type of post, be required to undergo a PVG/Disclosure check prior to a formal offer of employment being made by Clackmannanshire Council. This is now an online form, which you will be emailed a link and you only have 7 days to complete.

If successful, detailed statements of particulars will be provided to you via email once all satisfactory pre-employments have been received.

Job Profile

This job profile sets out the principal responsibilities of the post at the time it was compiled. Such duties may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

Section A

Post Title: Pupil Travel Assistant

Initial Location: Various

In certain circumstances, during the course of your employment, you may be required to work either on a temporary or established basis at any of the Council's locations, or at other venues as advised, which will be within reasonable travelling distance. Where such a change is proposed this will be managed by a process of consultation.

Reports to post (Title): Transport Officer

Service: Education

Date last updated: Education

Date if superseded:

Grading Section

Eval Ref: A4866

Post Number: D1a

Grade: 3

Section B

ORGANISATIONAL RELATIONSHIP AND EMPLOYEE RESPONSIBILITY

This section describes the reporting relationships of the job within the immediate organisation and if appropriate has detail of the organisation a tier above and below the job. This also describes and responsibility for employees (if any).

School Transport Assistant tasks will normally be taken from the list below, being allocated by the Improving Outcomes Business Manager or Designate. Duties and responsibilities may change from time to time to meet individual need or circumstances without changing the level of responsibility entailed.

Transport Officer

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Pupil Travel Assistant

The postholder has no supervisory responsibility.

The postholder is responsible to the Transport Officer

Section C

PRINCIPAL PURPOSE AND OBJECTIVES

This section lists the main (headline) responsibilities/accountabilities of the job.

The general supervision, safety, care and well-being of children, usually with additional support needs and behavioural challenges, generally travelling between home and school.

To work as a member of the Education team to provide transport and safety of children

Section D

MAIN DUTIES AND RESPONSIBILITIES

This section provides detail of the main responsibilities/accountabilities. Individual tasks may be included. (Note these are illustrative and are not exhaustive).

To ensure the supervision, safety and maintenance of good order of children while travelling between home and school.

Ensure pupils are safely seated and wearing seatbelts

Provide reassurance and emotional support to pupils as needed

Manage behaviour appropriately and calmly, following agreed behaviour strategies

To assist children embarking and disembarking transport.

Maintain vigilance at all times to ensure pupil safety

Follow safeguarding, child protection, and lone-working procedures

Report any concerns relating to a pupil's welfare to the appropriate officer

Maintain confidentiality at all times

Follow professional boundaries and not mediate or agree changes to transport arrangements

Report incidents, concerns, or changes in pupil behaviour to the transport team

To report to Head teacher and Transport Officer any information or incidents occurring during journeys in a professional manner

The general duties and responsibilities of the post holder are as follows. However, specific duties and responsibilities will depend upon the individual area of service

Section E**KNOWLEDGE, SKILLS AND EXPERIENCE**

This section details the knowledge and skills including any qualification, specific training or experience required.

The postholder must enjoy working with children and want to work with them, and have a calm, patient, and caring approach. It is also desirable that the postholder has previous experience of working with children in a paid or voluntary capacity. Confidence, reliability and consistency in approach are essential as are good communication skills. And the ability to follow instructions and procedures, understanding of confidentiality and safeguarding

The postholder must demonstrate a mature attitude to work and must be physically fit to carry out the main duties and responsibilities of the post.

Parents and carers – Pupil Travel Assistants will not be expected to discuss pupil progress with parents or other interested parties.

Essential:

Criteria		Means of Assessment e.g. Application, Interview, Reference, Certificate
1.	SCQF Level 3 or equivalent	Application
2.	Good Social Skills	Interview
3.	Ability to work on own or own initiative	Interview
4.	Good understanding of the needs of young people	Application, Interview
5.	Flexible Attitude	Interview
6.	Mature Attitude	Interview
7.	Gain/Maintain PVG scheme record/ scheme record update	Application / Disclosure Scotland
8.	Empathy and understanding of young people	Application / Interview
9.	Medically Fit	Occupational Health
10.	Physically Fit	Occupational Health
11.	Understanding the need for confidentiality	Interview

Desirable:

Criteria		Means of Assessment e.g. Application, Interview, Reference, Certificate
1.	First Aid Certificate	Certificate
2.	Ability to sign	Certificate/ Interview
3.	Experience of working with young people, particularly those with Additional Support Needs	Application / Interview
4.	Willing to undertake training	Interview

Section F

WORKING ENVIRONMENT AND PHYSICAL REQUIREMENTS

This section details the predominant physical environment of the job e.g. Indoor/outdoor working, hazardous conditions and any specific physical effort.

The postholder will work within national, local authority and school delivered policy frameworks.

The postholder is expected to exhibit sound judgement based on these frameworks.

The post holder will be expected to carry out duties as a passenger in a vehicle and then to accompany the pupil to the entrance to the school or the pupil's house.

Section G

PHYSICAL CO-ORDINATION

This section details the predominant demand for physical skills and co-ordination required to undertake this job. For example: operation of hand tools, keyboard skills, driving and other equipment.

The post holder will be required to carry and work with equipment suited to the children's disabilities.

The postholder may occasionally be involved in moving and handling of children.

Section H

MENTAL SKILLS

This section details the level of problem solving, analysis, creativity, forward planning/scheduling required.

- The post holder must be able to take responsibility and make good judgements as necessary.
- The post holder must be proactive in doing what they know needs to be done and has the ability to step into the work of other colleagues as required.
- Confidentiality of information will be required at all times.

Section I

CONCENTRATION

This section details the work related pressures which may make concentration more difficult and also the responsiveness required of the job holder. For example: Service related deadlines, internal/external deadlines, conflicting demands.

The post holder must be alert at all times.

Section J

COMMUNICATIONS SKILLS AND DEALING WITH RELATIONSHIPS

This section notes examples of the individuals or organisations with whom the post holder will come into regular contact and explains the nature of the communication and level of skill required by the post holder. E.g. dealing with complaints, clients etc.

The post holder must be able to build and maintain positive relationships with pupils, parents and colleagues.

Section K

PHYSICAL ASSETS, DATA AND FINANCIAL RESOURCES

This section details responsibility for **physical assets**, e.g. vehicles, buildings, stock control/procurement, **data** e.g. computers, record keeping **financial** the direct/indirect responsibilities for financial resources, from handing cash and cheques, through processing invoices and other financial transactions, to accounting for financial resources and budgetary activities.

N/A

Section L

INITIATIVE AND INDEPENDENCE

This section details the problems which the post holder must deal with in the course of normal working, the decisions which the jobholder is able to take, and the extent to which advice and guidance is available (Note, these are illustrative and are not exhaustive).

The post holder must be able to commit to personal development and seek advice appropriately.
The post holder must be confident, reliable and consistent in approach.

Section M

EQUAL OPPORTUNITIES

Staff are expected to promote equality of opportunity.

As a member of staff you will be expected to uphold and promote the Council's policy commitments to equality and diversity and its legal obligations under the Equality Act as well as ensuring the fair, equitable and non-discriminatory treatment of service users, colleagues and partners.

Section N

HEALTH AND SAFETY

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required to take care of their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and current and appropriate codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and must comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

Section O
CLIMATE CHANGE

The Council agrees that climate change is one of the most serious challenges facing its communities and across the world and understands that meaningful action at international, national and local level is required in order to safeguard our planet for future generations. As a member of staff you are asked to uphold and promote the Council’s net zero targets and its statutory requirements to reduce greenhouse gas emissions as part of the Public Bodies Climate Change Duty reporting process.