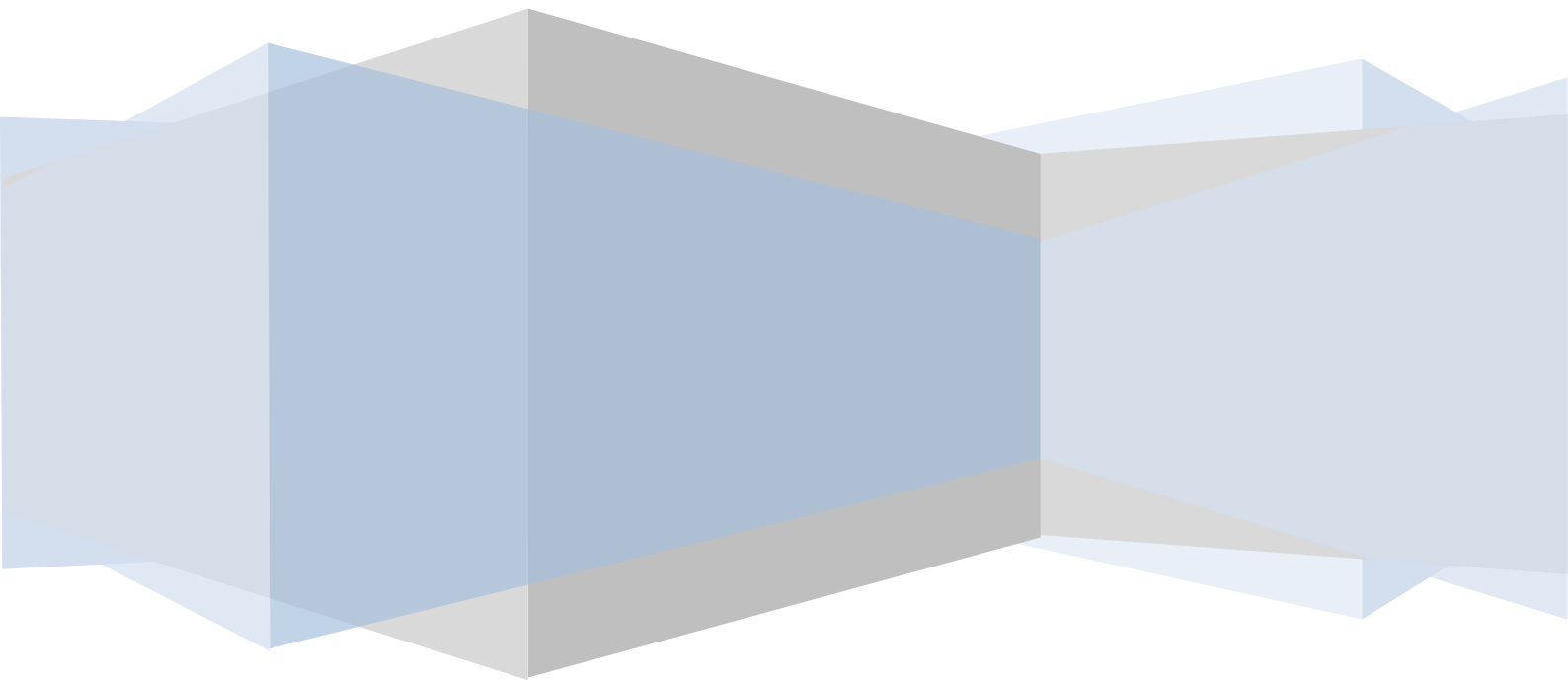


Rye Community Primary School, Part of Aquinas
www.aquinastrust.org

Application Pack

Bus Escort

As Soon As Possible



Bus Escort

Rye Community Primary School is seeking to appoint an enthusiastic, energetic and adaptable Bus Escort to join our highly-motivated team. We are driven by a pursuit of high academic standards regardless of background and a desire for all pupils to experience an exceptional education. We want every child to grow and flourish in our care.

Our ideal candidate will:

- Have experience, or interest, in working as a Transport Escort
- Have experience, or interest, in working with children.
- Have experience, or interest, in enforcing positive behaviour management.
- Have good communication skills with the ability to work as part of a team; and
- Have integrity, optimism and a good sense of humour.

In return, we offer:

- A happy community committed to the professional development of all colleagues.
- A distinctive local context ensuring we place inclusivity at the heart of all we do.
- A skilled and experienced team of teachers and other professionals.
- A motivated leadership team leading rapid improvement to the pupils' life chances.
- A school in which the pupils are enthusiastic, engaging and thoughtful.

We would be pleased to welcome you for an informal visit to our school prior to application.

Rye Community Primary School is committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check.

As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.

The Application Process and Timetable

Closing Date

You are invited to submit a letter of application outlining your suitability for the role against the person specification and job description.

- Closing date for applications: **Friday 8th November – 9am**

We reserve the right to withdraw a Vacancy advert, should we find a suitable candidate.

Short Listing

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided.

Interviews

Candidates will be invited for interview.

- Interviews: **As soon as possible**

Appointment

All candidates will be contacted following interview.

- Appointment to commence: **As soon as possible**

Please send your application by email to Aquinas.recruitment@aquinatrust.org / [Martina Webb <MWebb@ryecollege.co.uk>](mailto:MWebb@ryecollege.co.uk). Alternatively, submit your application to **HR Assistant, Rye Primary, The Grove, RYE TN31 7NQ.**

Please note a signed copy of your application form will be required prior to interview.

Shortlisted candidates will be asked to bring appropriate identification with them to interview. For the purpose of DBS clearance, only copies of the successful applicant's identification will be retained.

All candidates should provide two references. Permission should be sought prior to including any referee on your application form. Shortlisted candidates may have their references taken-up before any interview – unless explicitly requested in your application.

Job Description

Details

| | |
|-------------------------|--|
| Remit: | Bus Escort (Term time only) |
| Grade: | Single Status Grade 2, Point 4 |
| FTE Salary: | £22,366.00 p.a. |
| Pro-rata Salary: | £5,176.51 p.a. |
| Hours: | 7.50 – 8.50 am & 15.10 – 16.10 pm; 10 hours per week, 39 weeks per year |
| Accountable to: | Headteacher |

Key Responsibilities

To supervise and take care of the children during the bus journey from the point of bus stop pick-ups in Camber to the school in Rye in the mornings and the reverse journey in the afternoons.

- 1st Pick up outside Camber Laundrette- 8am
- 2nd Pick up - Johnson's field
- 3rd- Denham way
- 4th - Last pick up Farm lane
- Arrive at school at about 8.40am

- Return Homeward bound journey
- 1st drop - Farm Lane
- 2nd - Denham Way
- 3rd - Laundrette
- 4th Bridge- opposite Johnson's field
- 5th Pelwood Road
- 6th White Sands Bus stop - when necessary.

Key Tasks

1. To supervise pupils whilst they are being transported from their designated pick up points to the school;
2. To supervise pupils on the journey to and from the transport
3. To maintain appropriate behaviour at all times;
4. To take register whilst on the transport;
5. Maintain communication between school and home (main point of contact for parents of pupils who are on the transport and to follow all Safeguarding Procedures.
6. To carry out the above duties in accordance with the Trust's Equalities Policy.

Training

The Trust is committed to the development and progression of all staff. Staff are encouraged to attend training courses appropriate to their own and department's needs. These include external courses, internal workshops, staff meetings and departmental training. The successful candidate may be required to undertake training to fulfil the requirements of the post.

The post holder will be expected to carry out such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

Safeguarding

All school-based colleagues have the responsibility for promoting the safeguarding and welfare of children. All colleagues should be aware of the college's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

Variations

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

Person Specification

| [a] KEY SKILLS & ABILITIES | Essential or Desirable |
|---|------------------------|
| Ability to use language and other communication skills that students can understand and relate to | E |
| Ability to establish positive relationships with students and empathise with their needs | E |
| Ability to demonstrate active listening skills | E |
| Ability to empathise with the needs of children | E |
| Ability to consistently and effectively implement agreed behaviour management | E |
| Ability to work effectively and supportively as a member of the school team | E |
| Ability to work within and apply all school policies e.g. behaviour management, child protection, Health & Safety, Equal Opportunities etc. | E |

| [b] EDUCATION & QUALIFICATIONS | Essential or Desirable |
|--|------------------------|
| NVQ3 in a child-related subject or equivalent | D |
| A good standard of education particularly in English and Mathematics | E |

| [c] KNOWLEDGE | Essential or Desirable |
|---|------------------------|
| A basic knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment | E |
| Knowledge of the school's behaviour management policy | E |



| [d] EXPERIENCE | Essential or Desirable |
|--|-------------------------------|
| Previous experience of working as a Transport Escort or other work involving children. | D |
| Experience of establishing positive relationships with children | E |

| [e] PERSONAL ATTRIBUTES | Essential or Desirable |
|---|-------------------------------|
| Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge | E |
| Willingness to maintain confidentiality on all school matters | E |

Health & Safety Functions

This section is to make you aware of any health and safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| | |
|---|----------|
| Using display screen equipment | |
| Working with children/vulnerable adults | X |
| Moving & handling operations | X |
| Occupational Driving | |
| Lone Working | |
| Working at height | |
| Shift / night work | |
| Working with hazardous substances | |
| Using power tools | |
| Exposure to noise and /or vibration | |
| Food handling | |
| Exposure to blood /body fluids | X |

Benefits of Working with Aquinas

Treating you as a professional...

Aquinas is committed to national and local agreements affecting employment as contained in the Burgundy Book (Conditions of Service) for teachers and Green Book (National Joint Council) for associate colleagues unless superseded by statute or revised editions, or by local provisions. This includes salary scales; period of notice and end of contract; maternity, paternity and adoption leave; leave of absence; and annual leave.



Keeping you fit and healthy...



Working with us gives you discounted membership with Freedom Leisure Centres. Freedom Leisure offers something for everyone, whatever you enjoy doing or your level of fitness. Whether you love the gym, group exercise classes, swimming or playing sports, their memberships have you covered!

Helping you stay relaxed...

Working with us gives you discounted access to a range of leisure activities. CSSC is an exclusive membership for public sector employees. For less than a fiver a month, families and individuals can save much more on a range of pursuits including...



- Free entry to 280 English Heritage sites for you and your family;
- Cinema tickets from £5 including all top chains;
- Reduced price days out, trips and theme parks;
- Subsidised sports training and entry into select events;
- Special offers on new and used vehicles;
- Discounts in high street shops, on holidays, eating out and more.

Looking after your well-being...

We believe well-supported, valued colleagues with a clear and shared purpose are best placed to provide for the emotional well-being of children in their care. Provided by Health Assured, our 'Employee Assistance Programme' is intended to help colleagues deal with personal problems that might adversely impact work performance, health and well-being. Typically support may include assessment, counselling and referral for individuals or their family.



Supporting you with childcare...

Rye Community Primary School, Starfish Pre-school provides affordable high quality childcare for the under-fives – accessible to all. Aquinas employees benefit from a 10% discount on full-time and part-time child care at our term-time pre-school between 8.30am and 3.15pm. Starfish Pre-school: "Where the journey begins..."

