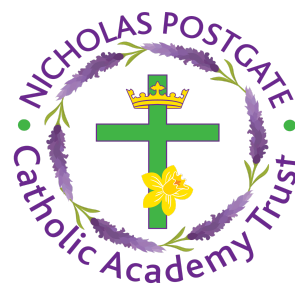




APPLICANT PACK

Minibus Escort

St Joseph's Catholic Primary School, Loftus



Letter to Applicants

Dear applicant,

We are delighted you have shown an interest in the role of Minibus Escort. Although we are a Catholic Trust we welcome both staff (and pupils) from all faiths to join our family of schools.

Within this application pack you will find:

- a) Information on how to access the online application form and additional forms related to this (these can be completed electronically and emailed)
- b) Job Description and Person Specification
- c) Further information about our Trust including our Benefits and Wellbeing package.

Applicants should return their application forms to enquiries@stjosephs.npcat.org.uk by the **closing date, Thursday 9th October 2025, 9am**. Any gaps in previous employment must be explained.

Should you wish to have an informal discussion about the role, please do not hesitate to contact Kelly Matchett at enquiries@stjosephs.npcat.org.uk

As mentioned in the advertisement, a DBS disclosure is required for this post. It is important to note that:

Nicholas Postgate Catholic Academy Trust is committed to safeguarding and promoting the welfare of children.

We would like to take this opportunity to thank you for your interest in this vacancy and wish you well with your application.

Job Advert

| | |
|-----------------------|---|
| Required: | As soon as possible |
| Salary: | £25,583 pro rata (actual salary £2,910) |
| Hours: | 5 per week, Term Time Only (between 3.15pm - 4.15pm) |
| Contract Type: | Permanent |
| Location: | St Joseph's Catholic Primary School, Rosecroft Lane, Loftus, TS13 4PZ |

We are seeking a caring, reliable and enthusiastic individual to support our Transport service by accompanying and supervising pupils traveling on school transport at the end of each school day, between 3.15pm-4.15pm.

Responsibilities include:

- Supervising and assisting children on journeys, ensuring their safety, comfort and wellbeing
- Supporting with boarding, securing seatbelts and clamping wheelchairs (if required)
- Being a friendly, reassuring presence for both children and parents/carers
- Communicating effectively with the school and parents/carers

Please refer to the attached Job Description and Person Specification enclosed for further details.

St Joseph's Catholic Primary School is part of the Nicholas Postgate Catholic Academy Trust (NPCAT), a family of 38 schools and 2 sixth forms from across the Diocese of Middlesbrough. With more than 12,300 pupils and 1,500 staff, the Trust is one of the North-East's largest Catholic Trusts.

Catholic schools are welcoming places to pupils and members of staff from all faiths and none. More than a quarter of a million pupils and almost half of teachers in Catholic schools are not of the Catholic Faith.

The successful candidate will:

- Have experience of working with children.
- Support pupils' wellbeing and emotional needs.
- Demonstrate excellent behaviour management and communication skills to support pupils with different needs and abilities.
- Work flexibly and be committed to ensuring every child is able to get home from school no matter where they live.

In return we will offer:

- A welcoming community with a strong Catholic ethos;
- Well behaved and motivated children who enjoy learning and coming to school;
- A welcoming and supportive staff team;
- Supportive and dedicated parents and governors;
- Opportunities for your own Continuous Professional Development.

Closing date: Thursday 9th October 2025, 9am
Interview date: Wednesday 15th October 2025

Please refer to the back cover of the application pack for details of how to apply for this position.

Nicholas Postgate Catholic Academy Trust is committed to equality of opportunity, safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check along with other relevant employment checks. The successful candidate will be required to sign a Catholic Education Service contract.

Job Description

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

Post title: Minibus Escort

Grade: D, SCP 5

Job Purpose

To ensure the safety, welfare, and supervision of pupils while they are being transported to and from school on the school minibus. The escort will work alongside the minibus driver to provide a safe, calm, and supportive environment for all children.

Main Responsibilities

- Supervise pupils during the journey to and from school, ensuring their safety and wellbeing.
- Assist pupils with boarding and leaving the minibus, including use of seatbelts and any mobility aids.
- Ensure all pupils are seated safely before the vehicle moves.
- Maintain good order and discipline/behaviour, following the school's behaviour policy.
- Provide appropriate support to pupils with special educational needs and/or disabilities.
- Communicate any incidents, concerns, or accidents to the driver and school staff immediately.
- Keep an accurate register of pupils travelling on each journey.
- Support safe handover of pupils to parents/carers or staff at the beginning and end of the journey.
- Follow all safeguarding procedures and practices and attend relevant training as required.
- Assist in emergency situations, including evacuation procedures.
- Undertake any other duties relevant to the post as directed by the school.
- Represent the school in a friendly, polite and courteous manner to parents and carers.

Safeguarding, Equality & Diversity and Health & Safety

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the NPCAT's Equality Policy and objectives.
- To comply with Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a proactive approach to health and safety matters in order to protect both yourself and others.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Headteacher/Line Manager may determine.

EMPLOYEES ARE REQUIRED TO COMPLY WITH ALL TRUST POLICIES.

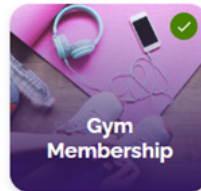
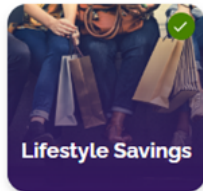
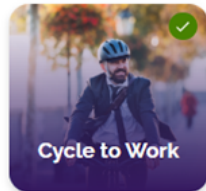
THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS – AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE

Person Specification

| Stage | Essential | | Desirable | |
|---------------------------------|-----------|--|-----------|--|
| Qualifications | E1 | Good spoken and written English | D1 | First Aid qualification |
| | | | D2 | Basic safeguarding training |
| Experience | E2 | Experience of working with children | D3 | Experience supporting children with SEND |
| Knowledge & Skills | E3 | Awareness of child safeguarding practices and procedures | D4 | Understanding of health & safety in transport settings |
| | E4 | Ability to manage pupil behaviour calmly and effectively | | |
| | E5 | Ability to communicate well with children, parents, and staff. including the ability to use language and other communication skills to which children can relate | | |
| | E6 | Ability to work effectively with others | | |
| | E7 | Ability to empathise with the needs of children | | |
| Personal Characteristics | E8 | Reliable and punctual | | |
| | E9 | Flexible and committed to ensuring every child is able to get home from school (this may include working additional hours if needed) | | |
| | E10 | Patient, caring, and friendly manner | | |
| | E11 | Ability to remain calm in an emergency | | |
| | E12 | To be professionally discreet and to maintain confidentiality on all school matters | | |
| | E13 | Committed to safeguarding children and prioritising their safety at all times | | |
| Special | E14 | An understanding of the Catholic | D5 | Knowledge of local |

| | | | |
|---------------------|--|---|-----------------------|
| Requirements | | ethos of NPCAT E15 An understanding of safeguarding and child protection requirements E16 Enhanced DBS check with Children's Barred List Check E17 Willingness to attend relevant training (e.g., safeguarding, first aid) | area/transport routes |
|---------------------|--|---|-----------------------|

Why work for us



NPCAT recognises the importance of staff welfare and a managed workload and this is reflected in the way we treat our people.

As a responsible and caring employer, we appreciate and value each of our staff. Their holistic health and wellbeing are vital to enabling all of us to maintain the optimum work-life balance.

We see exceptional staff welfare as an essential element towards enabling us to develop a rich, nurturing climate for learning across all our schools.

We offer a broad package of emotional and practical support to our staff.

We are clear about our expectations of employees and offer a positive, transparent and supportive working culture in return.

We offer:

- Competitive pay
- Defined benefit pensions
- Annual pay progression and recognition of additional responsibilities
- Annual cost of living adjustment
- On-site parking at our school premises
- Support with parking and subsistence costs where appropriate.

Additional benefits include access to:

- Vivup - Lifestyle savings - store discounts
- Vivup - Discounted gym membership
- Vivup - Cycle scheme
- Full wellbeing package

NPCAT is committed to equality of opportunity and will not tolerate any harassment, intimidation, discrimination or victimisation.



How to Apply

Application form and further information is available from:

npcat.org.uk/current-vacancies

Applicants should complete and return a **Support Staff Application Form & Recruitment Monitoring Form** to: enquiries@stjosephs.npcat.org.uk

Should you be shortlisted for an interview, you will be required to complete a Rehabilitation of Offenders Disclosure Form.

Job Description: This informs you of the main responsibilities for the post and explains what we are looking for. It informs you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

Person Specification: This specification sets out which criteria will be used to shortlist candidates for interview.

If you require any additional information about this post, please contact Kelly Matchett at enquiries@stjosephs.npcat.org.uk

Thank you for your interest in NPCAT. We look forward to receiving your application.

Please note that if you do not hear from us within 2 weeks from the closing date you are to assume your application has been unsuccessful on this occasion.

Nicholas Postgate Catholic Academy Trust is committed to equality of opportunity, safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check along with other relevant employment checks. The successful candidate will be required to sign a Catholic Education Service contract.