Job Description

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| Job Title: | Passenger Assistant |
| Terms and Conditions: | Casual Contract |
| Location: | The Ladder School |
| Salary: | Grade 2 Scale Point 4 (£14 per hour including holiday pay) |
| Reports to: | Headteacher |

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| **Job Summary*** To safely transport students to and from school, educational visits and sporting activities and collecting them punctually. Act as an ambassador for the school, ensuring at all times that you promote and act in accordance with the school’s values and ethos.
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| **Additional duties and responsibilities** |
| * To provide a reliable safe service to children and staff for educational visits, sporting activities and extended school visits. Ensure each passenger is comfortably and securely seated including securing wheelchairs if necessary and ensuring that all accesses are clear.
* To ensure that the minibus is left clean and tidy after each use.
* Collect and drop off students, in particular students with SEN, at designated locations and times.
* Report any accidents / incidents to the Senior Leadership Team and complete appropriate paperwork and also produce written reports.
* To ensure the safety and welfare of staff and service users by complying with the appropriate Health and Safety Regulations and the employment of safe working practices.
* Ensure the first aid box is checked, the contents are in date & replenished regularly.
* Ensuring signs inside the bus are properly attached and in good condition.
* Such other duties as may be allocated from time to time.
* To comply with the relevant policies and procedures of the school.
* To undertake training appropriate to the post as required.
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