

## JOB DESCRIPTION - MINIBUS CHAPERONE

**REPORTS TO: BURSAR**

**HOURS OF WORK:** TERM TIME ONLY, MONDAY - FRIDAY, 06:45 - 08:30 AND 17:00 - 18:30

### MAIN PURPOSE:

1. To supervise and support pupils on the minibus route, ensuring that they travel in comfort and safety.
2. Ensure the pupils feel welcome, cared for and safe, there will be another adult present who will be driving the minibus.
3. To use the App to register passengers as they board and alight and stay in regular contact with the transport management company to report/resolve any problems.
4. To work with the driver to make sure all the children are safe on the bus and are returned safely to their parents/guardians at the end of the day.

### THE ROLE:

	Essential	Desirable
<b>Skills, Knowledge &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Basic IT skills, confident to use the School's transport app</li> <li>• Ability to help organise and console children</li> <li>• Good behaviour management strategies</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Relevant inter-personal experience with children</li> </ul>	<ul style="list-style-type: none"> <li>• Experience chaperoning a minibus, bus or coach or relating to transport of school children</li> <li>• Working with children between the ages of 3 and 11</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• An understanding of the importance of promoting and safeguarding the welfare of children</li> <li>• A pleasant, patient and helpful personality who can liaise effectively with school staff and parents/guardians</li> <li>• Excellent reliability, timekeeping and punctuality</li> <li>• Excellent communication and organisational skills with good attention to detail</li> <li>• Willingness to attend relevant training courses</li> <li>• A flexible, can-do attitude, with the ability to adjust to change (sometimes at short notice)</li> <li>• Physically fit to be able to assist children with kit bags</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to work independently and as part of a team when required</li> </ul>

### RESPONSIBILITIES:

1. Prompt departure from the School or external collection points in accordance with the minibus schedule to ensure all pupils arrive and depart on time.
2. Ensure that all pupils on board sit correctly and wear their seatbelt at all times and luggage is correctly stowed whilst the journey is underway.
3. Use the transport app to log pupils embarking and disembarking from the vehicle.
4. To be aware of and comply with the protocols and procedures in the event of an emergency or breakdown.
5. Keep the vehicles clean and tidy.
6. Fully comply with all Gayhurst School policies and procedures as well as external legislation, road traffic regulations and the Highway Code.
7. Promptly report any operational problems (eg traffic delays) to the transport management company so that parents can be kept up to date.
8. Being presentable in appearance and professional, polite and courteous at all times. Logoed polo shirt and fleece provided.
9. Work alongside the minibus driver to ensure all pupils adhere to School regulations throughout the journey, including remaining seated and wearing seat belts.
10. Maintain a professional relationship with parents and pupils at all times, reporting any issues with pupil behaviour to your line manager as required.
11. Attending staff meetings, training (including inset) and briefings as and when required.
12. Some flexibility will be required at the start/end of terms when the school day may start later/finish earlier necessitating changes to the timetables of the minibus services.
13. Undertake any other reasonable duties required, as directed by your line manager.

### SUCCESS CRITERIA:

1. Parents feel confident that their children will be safe and will arrive at school and return home on schedule as far as possible.
2. Conduct themselves in a professional manner and as part of the Gayhurst community.
3. Maintain productive working relationships with stakeholders.
4. Represent the school in a positive way

All staff are expected to adhere to the school's code of conduct at all times and be committed to the school's policy for safeguarding the wellbeing of pupils at Gayhurst.

**This is not an exhaustive list, staff will be expected to show initiative and flexibility in supporting the Head, colleagues, pupils and parents.**