JOB DESCRIPTION	
Job Title	Relief School Escort
Portfolio	Streetscene
Reports to	ITU
Location	Alltami
Job Reference/ID Number	

Job Purpose

Supervision and care of special needs pupils on school transport, to schools inside and outside Flintshire. Assisting pupils to safely board and alight transport vehicles, at school and their homes or approved pick up points

Principal Accountabilities

School Escort (771 7161 0456)
Environment
Passenger Transport Co-ordinating Manager

Relief cover on an as an when basis. Supervision and care of special needs pupils on school transport, to schools inside and outside Flintshire. Assisting pupils to safely board and alight transport vehicles, at school and their homes or approved pick up points
To accompany the driver of contracted special educational needs transport vehicles as detailed by the Flintshire County Council (FCC) Passenger Transport Group (PTG).

To work to instructions supplied prior to commencement of any journey, and respond to any reasonable request for changes during the journey.

To support pupils with physical and learning disabilities to and from their homes and occasionally other facilities in a manner that is sensitive to their needs.

To work in co-operation with the driver to ensure that contracted services are provided effectively and efficiently.

To ensure that pupils are safely boarded onto vehicles in accordance with the nature of their disability, including: -

- Assisting pupils when boarding and alighting from vehicles.
- Ensuring pupils are safely and comfortably seated with seat-belts securely fastened.
- Securing hand brakes or clamps on wheelchairs (Driver must ensure that wheelchairs are safely and securely clamped to the vehicle)
- Where appropriate, accompanying pupils onto tail-lift.
- Moving pupils from tail-lift to designated position on vehicles.
- To attend relevant training courses as and when required, maintaining a thorough knowledge and understanding of specific handling techniques required for the carriage of passengers with special needs.

To be responsible for the care, safety, well-being and welfare of pupils at all times, including: -

- Deciding on seating arrangements on the vehicle following medical, managerial or other practitioner's advice.
- Safe keeping of valuables, medication and medical aids.
- Maintaining an awareness of relevant health needs of pupils, including carriage of details regarding appropriate response to individual medical needs.
- Remaining aware of pupil behaviour during the journey in order to anticipate or prevent problems.
- Carrying out basic first aid, and ensure in the event of an emergency that medical assistance is sought as soon as possible.
- Liaison with parents/carers on matters affecting the pupils on their journey.
- Assisting the driver in his/her responsibilities to ensure that all doors are properly secured before operating the vehicle.
- Remaining vigilant at all times to ensure the safety of pupils during the process of loading and unloading. No vehicle should be left unattended whilst pupils are on board.
- Ensuring that pupils are handed over safely upon arrival at their appointed destination.

To provide a positive image of Flintshire County Council by:
- Treating pupils with dignity and respect at all times.
- Demonstrating the highest standards of civility and courtesy to pupils, parents, carers, drivers, employees and members of the public.
- Maintain a high standard of personal appearance and conduct, including appropriate dress at all times.
- Wearing at all times whilst performing their duties, the identification badge including name and photograph.
- Refraining from smoking at all times during the performance of their duties for the service.

To work such reasonable additional overtime as is necessary to meet service requirements.

Escorts duties will commence and terminate at a regular location to be determined in advance in consultation with the PTG. It will be the escort's responsibility to ensure that he/she is available for work at this point at the prescribed times.

Supervision/Management of People
Employment Checks/Specific Requirement i.e. DBS
Full DBS is required
Special Working Conditions

Person Specification
The person specification sets out the skill, knowledge and experience that are considered to be necessary to perform the role and will be used in short-listing both at application and

interview stage. It is therefore important that you demonstrate on your application how you meet all of the essential requirements.		
Academic/ Professional Qualification	**Essential / Desirable**	**How this will be assessed?**
Knowledge and Experience		
Previous experience / work with vulnerable children and adults	Essential	Application/Interview
Skills		
Welsh Language	Desirable	Application
Flintshire County Council Core Behavioral Competencies	**Essential**	**How this will be assessed?**
Customer First: Understand our customers (internal and external) and deliver high quality services to meet and exceed their expectation.	Essential	Application/Interview
Working Smarter: Being clear about what you are expected to deliver in your job and have the skills, motivation, enthusiasm and commitment to work effectively.	Essential	Application/Interview
Working Together/Partnership: Building and maintaining positive relationships in order to deliver better services for our customers and employees.	Essential	Application/Interview
Communication: Ensuring we understand each other, respect each other express and share ideas and information clearly.	Essential	Application/Interview
Change: Adapting to change and introducing better ways of doing things, through generating ideas and seeking out the best way to deliver our service.	Essential	Application/Interview
Leading and Managing: Leads and motivates self and others to continually improve performance.	Essential	Application/Interview