

# Compaid

JOB TITLE: Ad Hoc Relief Passenger Assistant (SEN)

RESPONSIBLE TO: Transport Service Manager

HOURS: 7.30am- 9.30am and 2.30 - 4.30pm daily, term time only to cover staff absences as required

SALARY: £9.50 per hour

LOCATION: Sittingbourne Area – (Meadowfields School)

## JOB DESCRIPTION:

- To undertake transport duties on a daily basis as pre-arranged with the Transport Services Manager.
- Receive/convey children from/to their home address or other agreed point from the parent/carer into the vehicle provided and receive and pass relevant information about the child's wellbeing.
- Secure each child travelling in the vehicle before it moves off
- Convey medication and messages between parent/carer and school staff as appropriate
- Administer medication in extreme cases during the journey in accordance with previous instructions and training
- Maintain discipline amongst the children travelling in the vehicle and prevent distractions to the driver
- Report issues of concern regarding the child or family to the school staff and concerns about the school to line manager
- To undertake such training as may be required in order to undertake and develop the role
- To undertake other tasks as directed by the Transport Service Manager

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## Person Specification – Ad Hoc Passenger Assistant

### Skills

- Ability to communicate effectively with children and transport providers (e.g. discussing absences and changes to route with driver, using appropriate language or communication method for child's abilities)
- Ability to read, understand and apply or follow simple written instructions and information
- Ability to deal with unexpected/difficult situations (e.g. sudden illness of a child, conflict between children etc)
- Ability to work without close supervision

### Experience

- Experience of dealing with children (e.g. looking after children)

### Knowledge

- Awareness of special educational needs for children