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JOB TITLE: Passenger Assistant (SEN)
RESPONSIBLE TO: Transport Service Manager
HOURS: 20 hours per week Mon – Fri - 7.30am – 9.30am and 2.30pm – 4.30pm daily, term time only
SALARY: £12 per hour
LOCATION: Canterbury (St Nicholas 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 Manager

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Person Specification –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