

Grading Job Description and Employee Specification

<u>Job title:</u> Escort	<u>Service area:</u> Operations
<u>Post number:</u>	<u>Division:</u> Assets and Infrastructure
<u>Grade:</u> 2	<u>Section/team:</u> Operational Transport
<u>Overall purpose of job:</u>	
To safely escort, by general direction and supervision, pupils and special educational needs children from their home or pick up point and during their transport to and from school.	
Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.	
<u>Main responsibilities:</u>	
<ol style="list-style-type: none"> 1. Secures children in seats by means of harness, car seat or other means appropriate to their physical needs. 2. Attends to cases of sickness, fits, incontinence etc which may occur during journeys using appropriate medication equipment as instructed. Keeps up to date with specific medical needs of the children through liaison with parents/school. 3. Supervises children to meet parent or school staff at boarding or dropping off point. Ensure their safe boarding and disembarking from the vehicle. 4. Provides interest for the children by reading or conversation (verbally or by signs). 5. Responds to and resolves incidents of all aspects of trouble on the vehicle. 6. Received information from the parents of children and gives feedback on the general welfare of the children. 7. Take responsibility for children in the absence of parents/carers in an emergency. 	

Job Description and Employee Specification

October 2017

Page 1 of 8

Knowledge, skill and experience:

- Working with children
- First aid experience

Creativity and innovation:

- Interpersonal skills

Contacts and relationships:

- Chargehand - Daily
- Parents - Daily
- Schools - Daily
- Other Staff Members – Daily

Decision making:

- Works with the driver within a clearly defined set of instructions.

Responsibility for resources:

- None

WORK ENVIRONMENT

Work demands:

Grading

Job Description and Employee Specification

Physical demands:

Securing children in seats

Working conditions:

Travelling on a minibus or in a taxi.

Work context:

Job Description and Employee Specification

Position in organisation:

Indicate how many staff the post is directly accountable for:

Are posts in more than one location? Yes No

Is this at the same site? Are the posts managed highly mobile?

Is the supervision/management shared with another post in the structure? Yes No

Please indicate which post(s) _____

Job Description and Employee Specification

This page is intentionally left blank

Grading Job Description and Employee Specification

POST NUMBER _____

JOB TITLE Escort

HOURS PER WEEK _____

	ESSENTIAL	DESIRABLE	HOW MEASURED
EXPERIENCE	<ul style="list-style-type: none"> • Experience of providing a service to people. 	<ul style="list-style-type: none"> • Worked with people with special needs or older people 	<ul style="list-style-type: none"> • Application form • Interview • References
EDUCATION, TRAINING AND QUALIFICATIONS	<ul style="list-style-type: none"> • Basic written English • Good spoken English 	<ul style="list-style-type: none"> • First Aid 	<ul style="list-style-type: none"> • Application form • Interview • References

Grading Job Description and Employee Specification

SKILLS AND KNOWLEDGE	<ul style="list-style-type: none"> • Able to work as part of a team • Complete simple records 	<ul style="list-style-type: none"> • Disability Awareness • Knowledge of local geography • Basic care skills 	<ul style="list-style-type: none"> • Application form • Interview • References
-----------------------------	---	---	---

	ESSENTIAL	DESIRABLE	HOW MEASURED
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Respond flexibly to situations within guidelines. • Patient, caring, diplomatic • Able to meet physical demands of post e.g. pushing wheelchairs, assessing people with limited mobility 		<ul style="list-style-type: none"> • Application form • Interview • References • Medical Questionnaire •

Grading Job Description and Employee Specification

WORKING ARRANGEMENTS	<ul style="list-style-type: none"> Usually assigned to a specific route but may be required to undertake any escort duties in the Transport Section (appropriate to skills & licence). This may require alternate starting and finishing times and commencing duties at alternate sites. 		<ul style="list-style-type: none"> Interview
-----------------------------	---	--	---

The post is subject to:

- Disclosure of convictions under the Rehabilitation of Offenders (Exemption) Act 1974 **Yes** **No**
- Political restriction **Yes** **No**
- The ability to speak fluent English under the Immigration Act 2016 **Yes** **No**

Employee:		Date:	
(signed)	_____ (print) _____		_____
Manager:		Date:	
(signed)	_____ (print) _____		_____