

Overview of Kilkenny and Carlow Education and Training Board

Kilkenny and Carlow Education and Training Board (KCETB) is the largest education and training provider in counties Kilkenny and Carlow and offers a broad range of education and training services to approximately 14,000 students and learners on an annual basis.

We manage 13 post-primary schools across the two counties and are the leading provider of Further Education and Training (FET). Through our FET Service, we offer a wide range of full-time and part-time courses, such as apprenticeships, basic education, community education and Youthreach (for early school leavers) as well as student supports and services for employers.

We also manage music education through the Music Generation programme and we co-ordinate the delivery of youth services. We have a history of responding flexibly to community and employer needs and aspirations

Transport Escorts – Job Description and Specification

Purpose of Job:	To assist student/s from home to school on a daily basis
Responsible to:	School Principal or other designated officer
Place of Work:	Located in schools within the Kilkenny and Carlow Education and Training Board area as determined by the Chief Executive.

Kilkenny and Carlow Education and Training Board will be forming a panel of Transport Escorts for positions that may arise during the academic year 2024/25.

The responsibilities and duties listed below are general in scope and are not meant to be exhaustive in relation to the work to be undertaken by a Transport Escort.

Responsibilities

- Transport Escort involves early morning school pick-ups and afterschool drop off.
- Must ensure that they are on the bus/taxi at time of first pick-up and last set down.
- Are responsible for the safety of children when opening and closing doors prior to ‘stop’ and ‘move off’.
- Assisting children to board and alight safely from the school bus/taxi.
- Making sure all children are seated with appropriate straps or harnesses where provided.
- Ensure that each pupil is received by some responsible person at the set down point.

Duties

- Supervision of children travelling on bus/taxi.
- Maintain a good working relationship with the driver of the bus/taxi.

- Act as liaison between Principal and/or Class Teacher and parents when required i.e. conveyance of messages or letters to parents.
- Observe confidentiality in all aspects of work.
- Be aware of particular disabilities of children on the bus/taxi and be briefed by the Principal on how to deal with same, e.g. epilepsy etc.
- Perform any other duties relevant to the position of escort which may be assigned by the Principal from time to time.
- Unless under exceptional circumstances, the escort should never leave the bus/taxi.
- The Escorts position on the bus should be where maximum control of children is achieved i.e. at back of bus/taxi.
- Report all concerns to the Principal and/or Class Teacher.

Person Specification

Essential Criteria

- The minimum required standard of education for appointment to the post of Transport Escort is:-
 - A QQI Level 3 major qualification on the National Framework of Qualifications, **OR**
 - A minimum of three grade Ds in the Junior Certificate, **OR**
 - Equivalent.
- Understands the importance of supporting children with special educational needs in order to facilitate their attendance at school.
- Strong interpersonal and communication skills to ensure positive and effective relationships with principal/class teacher, driver, parents, students and other relevant stakeholders.
- Sensitivity, confidentiality and respect for the privacy of the student at all times is paramount in this role.
- Have a calm, patient and caring attitude.

Desirable:

- Qualification/certificate in the area of: Special Needs Assistant / Childcare.
- Experience of working with children with special needs.

General Terms and Conditions of Employment:

- **Remuneration:** The rate of pay is currently €13.98 per hour with associated holiday pay of €1.22 per hour paid 3 times per annum and is subject to the conditions set out by the Department of Education from time to time.
- **Citizenship Requirement:** Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA) or to non-EEA nationals with a valid work permit. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein, Norway, Switzerland and Norway. Swiss citizens under EU agreements may also apply.
- **Vetting:** Kilkenny and Carlow ETB is registered with the National Vetting Unit (NVU). As part of the Board's recruitment and selection process, offers of employment to all posts may be subject to NVU disclosure.

- **References:** Kilkenny and Carlow ETB reserves the right to seek both written and verbal references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. Kilkenny and Carlow ETB also reserves the right to determine the merit, appropriateness and relevance of such references and referees. Please note that candidates are requested not to submit references with their application form.
- **Pre-Employment Health Assessment:** A candidate for, any person holding, the office must be fully competent and capable of undertaking the duties attached to the office and in a state of health such as would indicate a reasonable prospect of the ability to render regular and efficient service.

Candidates will be required to undergo a pre-employment Health Assessment which will be reviewed by the ETB's Occupational Health Service. An offer of employment is subject to satisfactory pre-employment health assessment.

- **Sick Leave:** Sick leave will be in accordance with established procedures and conditions for ETB staff generally.
- **Notice/Termination:** This appointment is terminable by one month's notice in writing by either the employer or the employee.
- **General:** The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the successful candidate's employment contract.

The closing date for receipt of completed application forms:
Wednesday, 27 November 2024 (12 noon)

General Guidelines

- Please read the application form carefully and ensure it is completed as comprehensively as possible.
- All sections of the application form must be completed in full.
- Candidates will be required to describe some of their personal achievements to-date that demonstrate how they meet the criteria outlined in the person specification. Examples can be from various settings including their professional, community or voluntary involvement.
- All information must be set out on the official application form. If required, additional pages may be used. **ADDITIONAL CV WILL NOT BE ACCEPTED.**
- Two copies (including the original) of your completed application form and any supporting information should be submitted.
- Take note of the closing date for the position and make certain your application is submitted in plenty of time. **LATE APPLICATIONS WILL NOT BE ACCEPTED.** Kilkenny and Carlow ETB accept no responsibility for applications that are received late or lost in the post.
- Application forms will not be accepted electronically and should be signed and returned by post or hand-delivered to the Human Resource Department, Kilkenny and Carlow ETB, Kilkenny Office, Seville Lodge, Callan Road, Kilkenny.
- Care should be taken to provide full and accurate information. Any mis-statement given may disqualify your application.

- By applying for any position with KCETB, you acknowledge that your personal data shall be processed by KCETB. The Privacy Notice which is available on www.kcetb.ie gives you some helpful information about who we are, what personal data we collect about you, why, who we share it with and why, how long we keep it, and your rights. If you need any further information, please see our Data Protection Policy which is also available on www.kcetb.ie
- Further information regarding Kilkenny and Carlow ETB including details on all our schools/centres can be obtained on our website: www.kcetb.ie

The Shortlisting Process

- It is important to note that while you may meet the essential qualification/s and eligibility requirements of the position, if the numbers applying for the position are such that it would not be practical to interview everyone, Kilkenny and Carlow ETB may decide to employ a short listing process to select candidates for interview.
 - During the shortlisting process, the shortlisting board will examine the application forms and assess them against criteria based on the requirements of the position and the quality of your application form. It is therefore in your own interests to provide a detailed and accurate account of your qualifications/experience/skills and competencies on the application form in a clear and concise manner.
 - Candidates who are not shortlisted are not necessarily deemed unsuitable, or incapable of undertaking the job, rather that those candidates who were shortlisted demonstrated more clearly their suitability for the specific position in terms of their qualifications/experience/skills and competencies.
 - Each recruitment competition is independently assessed by the shortlisting board and considered in the context of the needs of the specific position advertised. Accordingly scores may differ from competition to competition.
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