



# Highclare School

## Pupil Guide (School Minibus Escort) Job Description

### Job Purpose

To ensure the safe, comfortable, and orderly transportation of pupils travelling to and from school sites on the school minibus. The Pupil Guide accompanies children during journeys, provides supervision and support, assists with boarding and disembarking, and helps maintain a positive and safe environment throughout the journey. This role plays an important part in ensuring pupils arrive at school and return home safely while providing reassurance and support throughout their journey.

### Working Conditions

- 8.00am-9.00am and 3.15pm-5.30pm daily
- Term-time only

### Duties and Responsibilities

- Supervise pupils while they are travelling on the school minibus
- Assist pupils with boarding and leaving the vehicle safely
- Ensure all pupils are seated and wearing seatbelts before the vehicle moves
- Conduct headcounts and maintain an accurate register of pupils on each journey
- Promote appropriate behaviour and ensure school transport rules are followed
- Communicate any concerns regarding pupil welfare, behaviour, or safety to the Head of Preparatory School or Deputy Head of Senior School: Pastoral
- Liaise effectively with the minibus driver to ensure the safe operation of the service
- Help pupils to cross roads safely when required and in accordance with school procedures
- In conjunction with the minibus driver assist in emergency situations and follow established safety procedures
- Maintain confidentiality regarding pupils and families
- Attend relevant training, meetings, and safeguarding updates as required
- To adhere to the ethos of the school: -
  - To promote the agreed vision and aims of the school
  - To set an example of personal integrity and professionalism
  - Attendance at appropriate staff meetings and PLD training days
- To carry out any other duties commensurate with the grade to ensure the smooth running of the school

This list is intended to be as comprehensive as possible but is not exhaustive.

*Highclare School is committed to safeguarding and promoting the welfare of its pupils. There is a legal requirement to provide satisfactory replies to List 99 enquiries which are obtained in the form of an Enhanced Disclosure from the Disclosure and Barring Service. The post holder must adhere to all school safeguarding policies and procedures. Any concerns regarding a child's welfare must be reported immediately in accordance with school policy.*



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## Pupil Guide (School Minibus Escort) Person Specification

### **Essential Skills Required:**

- Excellent communication and interpersonal skills
- Ability to work calmly and confidently with children
- Reliable, punctual, and responsible
- Awareness of safeguarding and child protection principles
- Ability to follow safety procedures and instructions
- Patience, empathy, and a caring approach

### **Key Attributes:**

- Friendly and approachable
- Safety-conscious
- Professional and discreet
- Team player
- Positive role model for pupils

### **Desirable skills:**

- Experience working with children or young people
- First aid qualification or willingness to undertake training
- Knowledge of school transport procedures

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