

ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE : CHILDREN'S SERVICES
SECTION : HOME-SCHOOL TRANSPORT (SEND)

LOCATION : GREEN LANE, HEYWOOD

JOB TITLE : Relief/Casual Escort
POST NUMBER :

Grade : Grade 2

Accountable to : Transport Supervisor

Accountable for : None

Hours of Duty : Casual ad hoc subject to the needs of the service.
When called upon the hours of work will be 7 am to 10am, then 2pm to 5.30pm.

Any Special Conditions of Service

This post is subject to a Child Workforce Enhanced Disclosure and Barring clearance with barred lists check

Family friendly contract and holidays must be taken during RBC school closure.

In accordance with Section 7 of the Immigration Act 2016 this post requires the ability to converse at ease with the members of the public and provide advice in accurate spoken English.

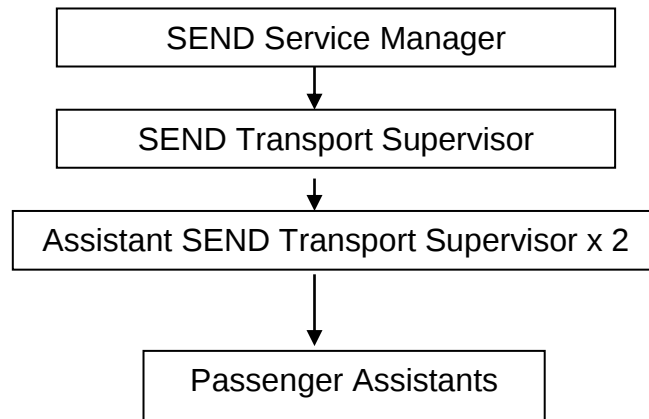
This post is not Politically Restricted in accordance with the current regulations

The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by Rochdale Borough Council.

External candidates - to be eligible to apply for this post you must be a Rochdale Resident who lives within the municipal boundaries of the Borough of Rochdale

The council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

Responsible for the safe transportation of clients between home and various relevant Establishments (schools)

Control of Resources

Personnel

None

Financial

None

Equipment/Materials

Responsible for all equipment/materials that the post holder will use in connection with his/her duties

Health/Safety/Welfare

The post holder will be required to work in accordance with the "Councils and Service Area's Health and Safety Policy Statement" and to be responsible for the Health, Safety and Welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework

Relationships (Internal and External)

Internal:

Children's Services Managers and Staff as well as any other Rochdale Borough Council employee as appropriate.

External:

Members of the public, Service users and their families.

Responsibilities

The post holder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.
- (iii) Must be able and willing to render regular and efficient service to undertake the duties of the post.
- (iv) Responsible for the health, safety and welfare of self, colleagues and the public in accordance with the Health and Safety policies of Rochdale Borough Council.
- (v) Must be committed to working towards Single Team Principles.
- (vi) Must be able to work towards achieving the priorities of Aiming High.
- (vii) To work within a performance management framework.

Values and Behaviours

Approach the job at all times using the values set out below

- Proud of the difference we make
- Passionate about the diversities of the Borough
- Pioneering and Open in our Approach

Be aware of and apply these values and associated behaviours at all times.

Principal Duties

1. Collect and return clients to their home at the beginning and end of their journey.
2. Act as first point of contact between clients and the relevant services.
3. To provide an enjoyable and relaxed journey.
4. Provide for the clients physical and emotional needs.
5. To liaise with other team members, service users and carers to ensure that key information relating to service user conveyance is promptly exchanged and is accurate and appropriate.
6. To assist in the loading and unloading of passengers to/from vehicles.

Secondary Duties

1. To become familiar with the equipment on the vehicle so as to be able to meet emergencies when they occur.
2. To complete simple record documents as required.
3. To participate in in-service training as required.
4. To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.

5. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the post holder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by _____ Date _____

Agreed by Postholder _____ Date _____

Supervisor _____ Date _____

Head of Service _____ Date _____

**Rochdale Borough Council
Person Specification**

Service :	Children's Services	Post:	Relief/Casual Escort
Section :	Home-School Transport (SEND)	Grade:	2

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(a) Special Working Conditions		
1 External candidates please confirm you are a Rochdale Resident who lives within the municipal boundaries of the Borough of Rochdale.	E	AF, production of evidence of home address at interview
2 Are you willing to work flexibly to meet the needs of the service?	E	AF,I
3 Are you fit and able to manoeuvre wheelchairs if necessary ?	E	AF,I
(b) Qualifications and Experience		
4 Do you hold a first aid certificate or are you willing to attend first aid training.	D	AF
(c) Skills and Knowledge		
5 Please give examples of your ability to receive and understand verbal and written instructions.	E	AF,I
6 Please explain why it is important to have good interpersonal skills with emphasis on empathy and understanding of vulnerable Client groups.	E	AF,I
7 Using examples please detail your experience of working with vulnerable clients.	D	AF
8 Please can you demonstrate your ability to use own initiative and self-motivation to respond to challenging behaviour.	D	AF
9 The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post	E	I
(d) Values and Behaviours		
10 Approach the job at all times using the values set out below: • Proud of the difference we make • Passionate about the diversities of the Borough • Pioneering and Open in our Approach Please confirm you are willing to adhere to these values and behaviours.	E	AF,I

