

Job Description

Job title: Minibus Chaperone
Reports to: Family Liaison Officer
Location: Cherry Orchard Primary Academy

Job purpose

- The minibus chaperone role is to assist pupils on/off the minibus in a safe and orderly manner.

General responsibilities

- To ensure the school minibus is maintained to a safe, clean and tidy condition.
- To ensure that all passengers are wearing seat belts before and during the journey.
- In the event of a breakdown or accident, support the driver who is responsible for the safety of the passengers at all times.
- Using the mobile phone; assist the driver who is to inform parents and the school office if the journey is going to be delayed.
- Report to the Receptionist any disruptive behaviour of passengers.
- Be aware of any medical needs of children and report medical incidents to the Receptionist.
- Demonstrate a professional, courteous and friendly attitude towards pupils, staff and work colleagues.
- Receive any training as is necessary to maintain standards in the driving department.

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.