

**Job Title**: Personal Travel Assistant for Children with Additional Needs

**Location**: Elm Tree Community Primary School, Tanhouse, Skelmersdale, WN8 6SA

**Position Type**: Part-time – 20 hours a week

**Salary**: Grade 6

-£14.13 - £16.10 an hour

-£12,791 - £14,573 per year (£27,269 – £31,067 full year)

**Job Summary**: We are seeking a compassionate, reliable, and experienced Personal Travel Assistant to support children with additional needs as they travel to and from school in the mornings and afternoons. The successful candidate will provide safe, caring, and dependable assistance to ensure that children with specific needs are safely escorted to and from school, offering support during transit and assisting with any special requirements. As this is a term time only position, the successful candidate will paid for 45.25 weeks of the year. This equates to £12,791 - £14,573.

**Key Responsibilities**:

* Safely escort children to and from school each morning and afternoon.
* Provide hands-on support to children with additional needs, ensuring their comfort and safety throughout the journey.
* Assist children with getting on and off the school bus or other transport arrangements.
* Support children with any physical or emotional needs, including helping with mobility aids, managing anxiety, or attending to behavioural challenges.
* Communicate effectively with parents, guardians, and school staff regarding any issues, delays, or concerns during the journey.
* Adhere to all safety protocols, including seat belt use, traffic rules, and emergency procedures.
* Be proactive in managing and resolving any problems that may arise during transport, ensuring the child’s well-being is always prioritized.
* Maintain a calm and patient demeanour in all situations, including during moments of stress or emergency.
* Support children’s social interaction and independence skills where appropriate.
* Ensure confidentiality and respect for the child’s privacy and family information at all times.
* Maintain records of transport schedules and any special requirements or incidents.

**Qualifications**:

* Previous experience working with children with additional needs or in a childcare setting is preferred.
* Understanding of the unique challenges children with additional needs may face, including physical, emotional, and behavioural support.
* Strong communication skills, with the ability to connect with children, parents, and school staff.
* Ability to remain calm and composed in challenging or stressful situations.
* A patient, nurturing, and empathetic attitude.
* Ability to maintain confidentiality and respect for privacy.

**Additional Requirements**:

* Successful candidate will be required to apply to the Disclosure and Barring Service (DBS) for a ‘disclosure’.
* Must be able to pass any required training or certifications related to the specific needs of the children in your care, this will include Team Teach training.

**How to Apply**: If you have a passion for helping children and ensuring their safety, please submit your application form to Jordan Calderbank – HR & Transport Manager by 12 noon on 28th February 2025.