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Bord Oideachais agus Oiliúna
na Gaillimhe agus Ros Comáin
Galway and Roscommon
Education and Training Board

Coláiste an Chreagáin

Bus Escort Job Specification

School: Coláiste an Chreagáin, Mountbellew, Ballinasloe, Co. Galway

Route: Crosswell, Creggs, Co. Galway to Coláiste an Chreagáin and Return

Hours: 16 hours, 40 mins per week

Contract: Temporary, part time

Hourly Rate: The hourly rate of pay with effect from 1st February 2026 is €15.82

Commencement Date: September 2026.

All appointments are subject to satisfactory HR clearances (Garda Vetting Clearance, Occupational Health clearance, two satisfactory references)

Holiday Pay:

Holiday pay will be paid at 8% per hour worked (15.82 x 8%) and is payable for each hour worked with effect from 1st February 2026.

RESPONSIBILITIES OF AN ESCORT

- Must ensure that they are on the bus 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.
- Making sure all children are seated with appropriate straps, harnesses where provided.
- Ensure that each pupil is received by some responsible person at the set down point

DUTIES OF AN ESCORT

- Supervision of children travelling on bus
- Maintain a good working relationship with the driver of the bus
- Act as liaison between Principal and/or Class Teacher and parents when required i.e. conveyance of messages and letter to parents.
- Observe confidentiality in all aspects of work.
- Be aware of particular disabilities of children on the bus 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
- The escorts position on the bus should be where maximum control of children is achieved i.e. at back of bus
- Report all concerns to the Principal and/or Class Teacher



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ARE BUS ESCORTS ENTITLED TO HOLIDAY PAY

RE: WORKING TIME ACT, 1997

All employees regardless of status or service qualify for paid holidays and are entitled to holiday pay at a rate of 8% of earnings.

Pay for Public Holidays for those entitled (**MOST BUS ESCORTS ARE ENTITLED**) is at the rate of one fifth of normal weekly hours. Under legislation, a part-time worker must have worked at least a total of 40 hours in the 5 weeks immediately before the public holiday in order to qualify.

The nine public holidays are as follows:

- 1st January
- St Brigids Day
- St. Patrick's Day
- Easter Monday
- First Monday in May
- First Monday in June
- Last Monday in October
- Christmas Day
- St. Stephen's Day

Closing Date:

Application to be submitted via the online HIRELABS system only no later than **12 noon on Tuesday 9th June 2026.**

IMPORTANT: Late applications will not be accepted.