



Job Description  
Bus Guide  
2010

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Registered Charity: 1056828  
Approved November 2009

# Function & Accountability

The Bus Guide will assist the contracted coach drivers in the care of the children and young people on the bus throughout the journeys between home and the Project each day. The post-holder will be accountable to the Scheme Officer and Project Coordinators, and in their absence to an identified member of the Management Committee.

## Hours

This is a sessional post. The hourly rate of pay for the 2010 Project is available on application.

During the 3 week Project in July/August:

- 7.45am to 9.45am and 3.00pm to 5.00pm

Outside the Project:

- Project planning meeting with the Advisory Committee, Project Coordinators, Scheme Officer and Senior Group Leader
- externally-run one-day first aid course if a current first aid certificate is not held
- two-day training course on the management of challenging behaviour
- half-day moving and handling training course
- staff training day (approx. 4 hours) and one of the volunteer training days (approx. 6 hours)
- set-up day
- Project Review Meeting in September

## Duties

- to adhere to all relevant published policies and procedures of Whitgift SNAP
- to arrive at the bus depot at 7.45am promptly each day
- to report to the depot's security office on arrival and state employment by Whitgift SNAP
- to meet all children and young people at their front door and escort them to the bus
- to provide an introduction to the child/young person and their parent/carer at the door, stating employment by Whitgift SNAP as the Bus Guide for the young person for the week
- to collect any medication and ensure that it is in its original container with the pharmacy label indicating the child/young person's name and address and all instructions for dosage/administration of the medication
- to place all medication in the medical bag provided ensuring that this is sealed and safely stored and to compile a list of medication collected on the relevant form
- to maintain a register of all children and young people and ensure that seatbelts are worn by all persons at all times
- to put name labels on the young person and all of their belongings before they get off the bus
- to ensure that SNAP identity wristbands are worn by all young people
- to advise the Whitgift SNAP office by telephone when children and young people have been collected, advising the names of those on board
- on arrival at the Project, to ensure that all young people are met by their allocated volunteer before they are allowed off the bus
- to hand the medical bag and list of medication to the Care Coordinator on arrival at the Project
- to advise the Scheme Officer and Project Coordinators of any issues occurring with young people on the journey and advise the Care Coordinator if the young person is in need of medical attention on arrival at the Project

- to report any suspicious findings, eg. signs of suspected abuse to the Child Protection Officer or their authorised deputy, in accordance with the Safeguarding Children and Vulnerable Adult Policies
- to assist in the Project set-up and dismantling
- such other duties as may be reasonably required to ensure a safe and successful scheme

The above list of duties is not intended to be exclusive and may be amended by mutual agreement at any time, and reallocated as necessary.

## Criteria

Qualifications	Current Medic First Aid Certificate* Current certificate for lifting/handling from a recognised training body * Current certificate for the Management of Challenging Behaviour (British Institute of Learning Difficulties accredited training) *
Experience	Work in a paid or unpaid capacity with people with disabilities
Knowledge & skills	Knowledge of physical and learning disabilities Communication and leadership skills Self-motivated and ability to motivate others Initiative Teamwork skills
Aptitude & disposition	Active promotion of good equal opportunities policy practices Commitment to Whitgift SNAP's health and safety policies including good lifting practice A positive approach to working with disabled children and young people Appreciation of the importance of volunteer contributions Awareness of different cultures and backgrounds Patience is essential Energetic

*\* Appropriate training courses will be offered to the successful applicant as required.*

The successful applicant must have full time availability for the three week duration of the Project in July/August and attend all required training. Applicants must be willing to use their personal mobile phones to make calls to the Whitgift SNAP office each morning (costs of calls will be re-imbursed).

All paid staff must supply proof of entitlement to work in the UK and require Enhanced Police Disclosure (CRB). All offers of employment are also subject to written references.

All paid staff and volunteers participating in Whitgift SNAP are expected to support and work within the policy and practice guidelines laid down by the Management Committee, including Equal Opportunities.