



## HONEYCROFT JOB DESCRIPTION

<b>JOB TITLE</b>	Walking Bus Support Worker
<b>DAYS OF WORK</b>	Mondays to Fridays
<b>WORKING HOURS</b>	Part time, core hours 14:45 to 16:15 term time only. Minimum of 2 sessions and maximum of 5 sessions per week
<b>ANNUAL LEAVE</b>	4 weeks pro rota
<b>LINE MANAGER</b>	Out of School Manager

### Aim of the Position

To work as part of our Out of School team, ensuring the safe and friendly collection of primary school-aged children from local schools and accompanying them on the walk back to Honeycroft.

### Key Responsibilities – Specific to the Role

As part of the Out of School team, you will help deliver excellent care and support by:

- Meeting at Honeycroft or nominated school at an agreed time to begin collections.
- Dressing appropriately for all weather conditions and wearing safe, comfortable footwear suitable for walking.
- Supervising children at the designated collection point while other team members gather children from their classrooms.
- Accompanying the group on the walk back to Honeycroft, ensuring children's safety at all times and following our established safety procedures.

### General Responsibilities – All Staff

- Demonstrating a commitment to the aims, values, and vision of Honeycroft.
- Being familiar with, and consistently following, all relevant Honeycroft policies and procedures.
- Maintaining confidentiality and acting with discretion at all times.
- Representing Honeycroft in a professional and positive manner.
- Participating in team meetings, training sessions, and other relevant activities as required.

### Person Specification

We're looking for someone who is:

1. Willing to complete an Enhanced DBS check and provide two references.
2. Enthusiastic about working with primary school-aged children and enjoys supporting their wellbeing.
3. Responsible, reliable, and highly safety-conscious.
4. Physically fit and comfortable walking to and from schools in varying weather conditions.
5. Open to completing any necessary induction and training.