

**OOSC/Indi Youth Transport Assistant  
ROLE DESCRIPTION**

<b>Job Title:</b> OOSC/Indi Youth Transport Assistant	<b>Period:</b> Temporary
<b>Responsible to:</b> Manager of Out of School Care, Indi Youth and Flexible Services	<b>Hours of Work:</b> 380 Annual, based on average 10 hours per week term-time
<b>Salary:</b> £8.45 per hour	

**Purpose of the role**

Reporting to the OOSC Manager, you will be assisting childcare staff in transporting children and young people from various school locations to our services located in the Castlemilk area. You will provide support to staff to ensure that children/young people are transported safely. You will demonstrate flexibility, reliability and enthusiasm. We aim to recruit team members who share a vision of best practice.

**Main Duties and Responsibilities**

1. Required for daily school pick-up and drop-off service.
2. Assist staff in transporting children and young people between settings.
3. Assist staff in accompanying children into the services
4. Work effectively and positively as part of a team.
5. Support staff and children by taking part in trips and outings.
6. Comply with Health & Safety requirements and undertake specific tasks related to the safe transporting of children.
7. Understand and adhere to Child Protection policies and procedures.
8. Attend relevant training and complete activities as required.
9. Any other tasks as required by Senior Management.

## Knowledge, Qualifications, Skills and Experience

### Knowledge/Qualifications

#### Essential

- Experience working with children
- First Aid
- Knowledge of Health & Safety procedures
- Work on own initiative

### Skills

- Good communication skills
- Ability to follow instructions and receive guidance
- Strong awareness of safety
- Ability to follow policies and procedures

### Experience

- Experience working with children preferred
- Experience of the voluntary sector preferred but not essential

## Job Features

### Planning and Organizing

- Support the planning for efficient and safe collection and drop-off of children.

### Internal/External Relationships

- Directly responsible to the OOSC Manager, report any incidents/accidents in line with organizational policy.
- You will liaise with staff ensuring information is passed on accurately.
- You will attend staff/team meetings where required.
- You will work closely and positively with other Indigo Group staff to promote fluidity and integration of all our childcare services.

### Problem Solving

- Apply a common-sense approach to problem solving.
- You will seek support where required from line manager to ensure best practice.

### Quality

- You will support staff in ensuring that all safety requirements are adhered to and report faults.

- You will support staff in ensuring children and young people use safety belts on each journey.
- You will support staff in risk assessments and carry out relevant tasks.
- You will observe, implement and promote The Indigo Group's policies & procedures

**Outline of Terms and conditions of Employment.**

**Contracts will be issued on appointment**

- 1. Confirmation of appointment:** Confirmation of appointment is subject to satisfactory completion of a 3-month probationary period.
- 2. Salary:** The salary for this post is £8.45 per hour.
- 3. Hours of work:** Average 10 hours per week, approx. 2 hours per day, usually (but not prescriptively) 2.30pm – 4.30pm during term time. Additional hours (e.g. during school holiday periods) will be paid at rate of £8.45 per hour.
- 4. Place of Work:** Castlemilk and environs, outwith for trips and outings or to meet the needs of the childcare services.
- 5. Holidays:** Annual leave entitlement is 25 days and 12 Public holidays (pro-rata).
- 6. Pension:** Once appointment is confirmed, you are eligible to join the employer's pension fund. The current pension contribution is 3.5% from employee, matched by Indigo Childcare Group to a further 3.5%. If you are already in a pension scheme, other arrangements may be possible.
- 7. Training and support and supervision:** You will receive induction training and frequent support in the first three months. Thereafter, you will receive regular individual support and supervision and annual appraisal from your Line Manager/Head of Service. Staff have access to internal and external training.
- 8. Equal Opportunities and Family Friendly Employment:** Indigo Childcare Group aims to be an equal opportunity employer.

**Timetable for appointment:**

Closing Date:

Interviews:

**Standard safe recruitment practices will be followed, these include:**

- Positive Enhanced Disclosure check
- 2 references (one must be from previous employer)
- G.P. Medical Request Form
- Self Declaration