



Relief Passenger Assistant

Salary: Band 3 - £14.40 per hour (casual rate)

Hours: Various Part-time

Location: Portsmouth, Hampshire

Job Type: Relief Work - Please note that there are no set weekly hours for this position. It is a Casual Contract, which is working as and when required

DBS Disclosure at Enhanced level will be required prior to any offer of employment and this post is exempt from the Rehabilitation of Offenders Act 1974.

What is the Service?

The Integrated Transport Unit (ITU) transports approximately 650 pupils daily aged 2-25 years old to schools, colleges and contact centres. Some pupils have Special Educational Needs and some pupils are Looked After Children in the care of Portsmouth City Council. We use several different forms of transport - minibuses, wheelchair accessible minibuses and taxis. The majority of the pupils go to school in Portsmouth but some go further afield for instance Fareham, Stubbington, Waterlooville, and Southampton. We currently employ around 120 passenger assistants to help deliver this service.

What is the job?

We maintain a register of Relief Passenger Assistants to cover for permanent members of staff who are absent either short or long term. We are looking for people to join our relief list who can work as and when required. You will be responsible for the child/children's behaviour, safety and general wellbeing during their journeys to and from schools, colleges and contact centres. You must ensure pupils are suitably strapped into vehicles and you will need to become familiar with the operation of specialist equipment, for example car seats, vehicle passenger lifts, ramps and wheelchair restraints in case of emergency. This is a job where you work mainly on your own as a representative of Portsmouth City Council. You will be working with a driver employed by one of our transport providers. The hours are primarily around school opening and closing times typically 08:00 - 09:30 and 14:30 - 16:15 term-time only. Occasionally some hours may be available at other times. Vacancies for permanent posts are generally filled from the register.

Who are we looking for?

You will need to:

1. Have the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post
2. Live in PO1-PO6 post code areas as most pupils we transport live in Portsmouth.
3. Have a good rapport with children and understand the needs of Looked After Pupils and those associated with Special Educational Needs.
4. Be able to work alone or in a small team with minimal supervision.
5. Be reliable and be able to work at short notice as and when required.



6. Remain calm and clear headed in an emergency and have a practical common sense approach to problems.
7. Be physically able to carry out the full range of duties, which include moving heavy wheelchairs & bending in confined spaces to assist pupils into their seats.
8. Have a good geographic knowledge of the Portsmouth area, as on occasions you may need to direct the driver.

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

This role is eligible for a DBS check and the DBS have published a privacy notice to ensure individuals are fully informed of the use of their personal data; their rights and that Portsmouth City Council are meeting the necessary requirements when submitting DBS checks. It is important that you read and understand this privacy policy before any application is submitted to the DBS.

Visit the Gov website to read the full notice.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.