



**Richard Challoner School Manor Drive North**  
New Malden, Surrey KT3 5PE Tel: 020 8330 5947

## **Job Vacancy: Passenger Assistant (SEND pupils aged 16-19)**

**Start date: September 2026.**

**Actual Salary: £ 12.71 per hour**

**Hours: 4 hours per day, Monday to Friday (Split shift - 20 hours per week). 6.30am to 8.30am and 3:15 to 5:15pm**

**Weeks: Term-time only**

*LGPS pension scheme, onsite nursery, onsite parking, cycle to work scheme and excellent staff wellbeing*

Are you a compassionate, patient individual looking to make a real difference in a child's school day?

We are seeking a dedicated **Passenger Assistant** to join our transport team. You will be the friendly face that greets our pupils every morning, ensuring their journey to and from school is safe, calm, and happy. Working alongside our minibuss driver, you will provide essential physical and emotional support to pupils with a range of Special Educational Needs and Disabilities.

### **Key Responsibilities**

- **Student Wellbeing:** Supervise and assist pupils during transit, ensuring they are comfortable and safe in their harnesses or seating.
- **Safety First:** Assist the driver with the safe operation of tail lifts and wheelchair clamps where required.
- **Communication:** Act as a vital link between parents and school staff, passing on messages or observations regarding the pupils' wellbeing.
- **Behaviour Support:** Use a patient, positive approach to manage any anxiety or challenging behaviour during the journey.

### **About You**

You don't necessarily need prior experience in transport, but you **must** have:

- A naturally calm and empathetic demeanor.
- The ability to communicate effectively with children who may have non-verbal or complex needs.
- A "team player" attitude to support the driver in maintaining a safe environment.
- A commitment to safeguarding and the welfare of all children.

### **Why Join Us?**

- A rewarding role where you are the highlight of a student's morning.
- Comprehensive training in SEND awareness, and manual handling.
- The opportunity to be part of a supportive, inclusive school community.

If you would like to have the opportunity to join our team, then please complete our online application form by following this link:

Please click this link to apply: [here](#)

**Any queries can be directed to our HR office – [bursar@challoner.kingston.sch.uk](mailto:bursar@challoner.kingston.sch.uk)**

### **Closing date for applications: Wednesday 24th June 2026**

As part of our commitment to Keeping Children Safe in Education (KCSIE), we do not accept CVs – a full education and employment history must be provided through our online application form.

We are unable to offer sponsorship with this role.

We reserve the right to close this vacancy early, should we receive a high level of interest in the role. Therefore, candidates are advised to apply at their earliest convenience to avoid missing out.

### **Safeguarding Statement**

Richard Challoner School is committed to safeguarding and promoting the welfare of children and young people. All roles across the school have a varying level of responsibility for ensuring safeguarding practice, with some roles holding significant responsibility and involving working with children on a daily basis in regulated activity. Regardless of the level of responsibility and involvement in each role, we expect all staff, visiting professionals and volunteers to share this commitment.

All successful candidates will undergo a comprehensive pre-employment checking process, including an enhanced DBS check (including a further check against the appropriate barred

list), references from current and previous employers, health, right to work in the UK, child disqualification (where applicable). You must also tell us about any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.