



**International School of Paris**  
Educating *for* complexity

## Primary School Park & Bus Supervisor

The position is based at the International School of Paris in the 16th arrondissement of Paris. The position is part-time for a fixed-term contract up until the end of June 2024.

It is essential for all applicants to hold a nationality of one of the European Union countries or valid French working papers.

Interested candidates should send a resume/CV and a letter of application outlining suitability and fit for the position, along with details of three professional referees including email addresses, to [jobs@isparis.net](mailto:jobs@isparis.net).

Please note that a minimum of one reference from your current or most recent employer is a mandatory requirement. Selected candidates will be invited to an interview and undergo pre-recruitment procedures. In accordance with our Child Protection Policy, they will also be asked to provide official criminal background checks from all countries in which they have lived in for the last 10 years.

**Main responsibilities and functions (25,75 hours a week over 5 days):** Supervising and escorting students during lunch break and during their bus journey.

In the Primary School, the Supervisor will be responsible for:

- Supervising the students during their lunch break
- Actively supervise the students going to and from the Park.
- Taking care that students walk safely and in an orderly manner and are respectful to each other and to members of the public.
- Actively supervise the students at play in the park and take any necessary precautions and actions to ensure their safety.
- Intervening in any disputes that may arise and completes any relevant paperwork relating to incidents
- Encouraging the children to respect the park's rules and to take care of the environment.
- Accompany the bus driver during school trips.
- Communicate and coordinate with school and parents regarding the bus.
- Ensure the pick-up and drop-off of children in the morning before class and in the afternoon after class according to the established schedule.
- Ensure the delivery of children taking the bus to the designated adults and to the scheduled meeting points.
- Ensure the well-being of students on the bus.
- Arrange for students to get on and off the bus in an orderly fashion and go straight to their seats.
- Ensure that the students remain seated in the bus, facing the road and that they remain seated throughout the journey.
- Assist students when closing and opening seat belts.
- Make sure that nothing is projected or exited through the windows of the bus.
- Ensure that students keep the bus clean.
- Respect the times and the schedule or, in the event of a problem, inform the school or the teachers as soon as possible.
- Immediately report accidents, destruction of property and abusive behavior to the Principal of the Primary School.

### The Successful candidate will:

- Have relevant experience in supervising children and students.
- Have knowledge of basic administration procedures.
- Be able to communicate clearly, confidently and sensitively with staff, parents and students in English and ideally in French..
- Have the experience and expertise in supporting and being a team member in a work environment.

