



CHARTERHOUSE
LAGOS



BUS CHAPERONE



Bus Chaperone

This is an exciting opportunity for a talented and hard-working individual with a desire to work in an environment that strives for excellence in all it does.

We are seeking a Bus Chaperone whose role is integral to our commitment to providing a safe, efficient, and professional operation of the daily student transport service for our young learners in line with the school's mission, vision, and values.

Job Description

Position: Bus Chaperone
Reporting to: Executive Assistant to the COO
Collaboration: Students, Parents and Transport Team
Chaperone Hours: Morning Pickup Route – 5:00 am departure from Ogombo to Ikoyi and back.
Afternoon Dropoff Route – 4:30 pm departure from Ogombo to Ikoyi.

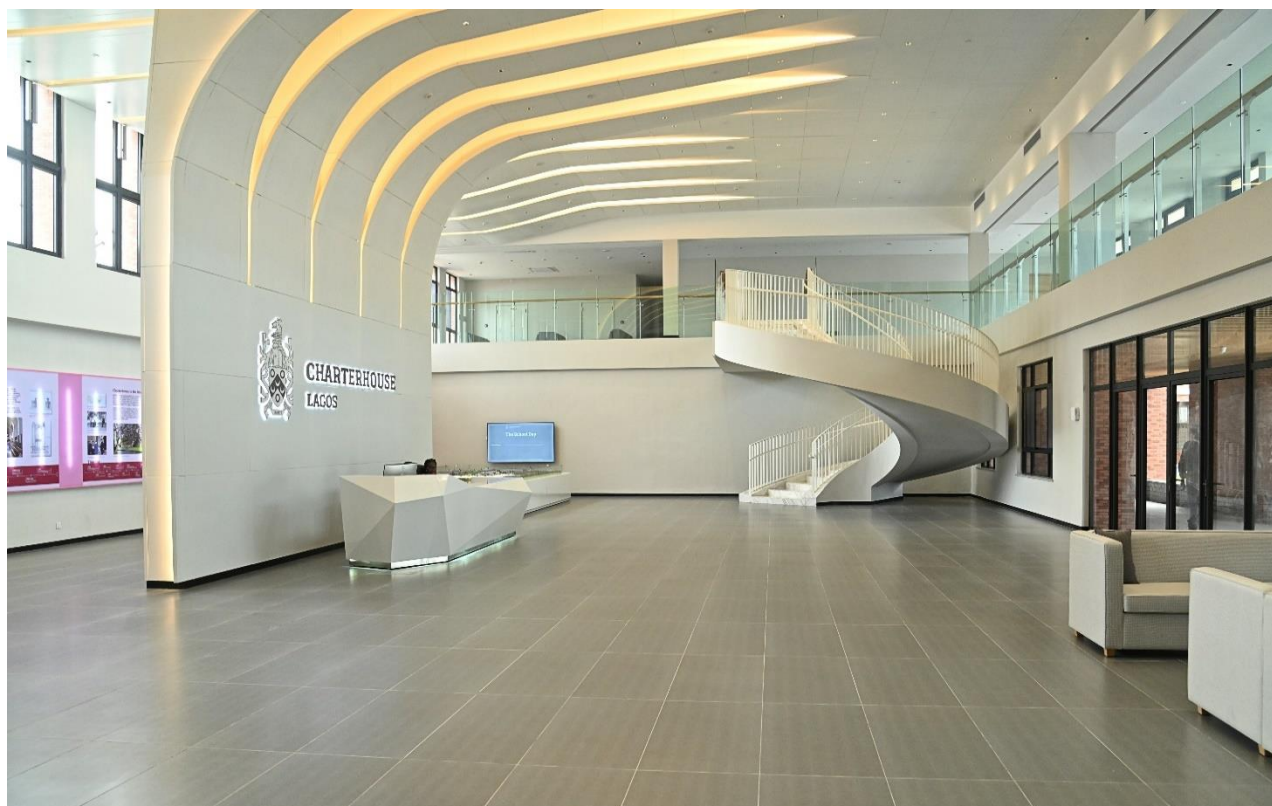
Role Overview: The successful candidate's role will be to provide pastoral care and supervision by ensuring students are escorted safely to and from school while maintaining excellent customer service.

Charterhouse Lagos staff are committed to safeguarding and promoting the welfare of children and young people. They ensure a secure, stimulating, and well-managed learning environment that promotes a sense of safety, support and wellbeing.





Qualifications and Experience	Essential	Desirable
Minimum qualification: OND.	Yes	
Previous experience working with children or in a school environment.	Yes	
First Aid or Basic Safety training or willingness to obtain.	Yes	
Administrative, customer service or front-of -house experience.		Yes
Skills & Competencies		
Excellent communication and interpersonal skills.	Yes	
Strong sense of responsibility and punctuality.	Yes	
Detail-oriented and highly organized, with the ability to manage multiple tasks and prioritize workload effectively.	Yes	
Professional appearance and demeanour.	Yes	
Ability to work collaboratively with staff, students, and parents.	Yes	
Strong judgement and ability to respond to issues appropriately while in transit.	Yes	
Knowledge of Lagos routes and traffic patterns.		Yes
Personal Attributes		
Resilient and adaptable to changing circumstances.	Yes	
Problem-solving skills and the ability to remain calm under pressure.	Yes	
Commitment to safeguarding and promoting the welfare of children.	Yes	
Commitment to upholding the values and ethos of Charterhouse Lagos.	Yes	
A drive for excellence, an appreciation of the importance of education and an understanding and appreciation of the aims, mission and values of the school.	Yes	





Key Responsibilities	
1.	Chaperone Duties:
i.	Escort students safely from the designated pick-up point in Ikoyi at 6:00am to school in Ogombo.
ii.	Supervise and ensure the orderly behaviour of all students during the journey.
iii.	Maintain accurate records of attendance for all students travelling on the bus.
iv.	Ensure students are safely collected and dropped off at authorised locations to adults authorized by the parents.
v.	Communicate proactively with parents and Line Manager regarding pick-up and drop-off arrangements.
vi.	Respond appropriately and politely to messages or calls from parents during transit, maintaining professionalism and confidentiality.
vii.	Work in partnership with the Driver to ensure a smooth, efficient, and safe service.
viii.	Notify the Line Manager promptly of any delays, incidents, or significant traffic issues affecting arrival and departure times.
2.	Safeguarding and Welfare:
i.	Ensure all children are safe, comfortable, and accounted for at all times.
ii.	Report any safeguarding concerns immediately to the Designated Safeguarding Lead.
iii.	Uphold the highest standards of child protection and professional conduct.



Primary School Library



Official signing of the Charterhouse Lagos Agreement at Charterhouse UK

About our School

We opened in September 2024 and we are setting a new standard in education provision in Nigeria and West Africa. With world-class facilities and a focus on excellence, we are creating students with a passion for learning, for excellence and for leadership.

The school community is self-contained and lies in Ajah on the Lekki Peninsula, Lagos. The secure compound offers the best educational facilities in Nigeria. 24-hour security ensures that our students and staff can take advantage of the amazing facilities. We expect our older students to board at the school.

Facilities include fully connected classrooms, science and STEM labs, music, art, drama and library spaces, an 800-seat professional standard theatre, a 25-metre competition pool, along with a learn to swim pool, an NBA standard indoor basketball stadium, outdoor and indoor football pitches, and a beautifully landscaped campus that offers relaxation as well as a connection to nature.



Primary School STEM Room

The school offers an international education for students aged 5 to 18 (Years 1 to 13) using the British curriculum and leading to the IGCSE and A level qualifications. These will allow our students to aspire to the very best universities worldwide.

Opening a new school is a huge challenge and adaptability will be key. We aim to create British style international school reflecting the heritage and culture of the great UK independent schools. We are seeking leaders who will bravely tackle challenges and challenge expectations; we want individuals who will set aspirational targets for students and staff and lofty goals for our school.

Phase 1 of our building programme opened in September 2024 and phase 2, with the secondary school facilities is now completed. Phase 3 will follow over the next few years. Years 1 to 6 are already established in our primary school, and we just added Years 7, 8 and 9 in September 2025. In September 2026, Year 10 (IGCSE) and Year 12 (A levels) will open to complete our educational offering.

We hope that you will consider joining us to create an exciting new future in Lekki, Lagos.



CHARTERHOUSE
LAGOS



TERMS AND CONDITIONS

Contract

This is a permanent full-time, full year position. The post will be considered probationary for a period of up to 6 months. Working hours will be term-time, full year with occasional evenings and weekends as required by the schedule. Shared accommodation is available.

Salary

Competitive

Benefits

Professional Development

Professional and international working environment, professional development and training opportunities.

Health Insurance

HMO coverage for employees and their families.

Meals

Free meals and refreshments are available to staff whilst on duty and when catering is in operation.

Holiday

The holiday year runs from August- July, in line with the academic year and leave entitlements, usually taken in the school holidays. This leave is in addition to Federal Public Holidays.

Fitness Centre Membership

All academic and business staff are entitled to join the Fitness Centre, with access to the swimming pool, gym and fitness activities.

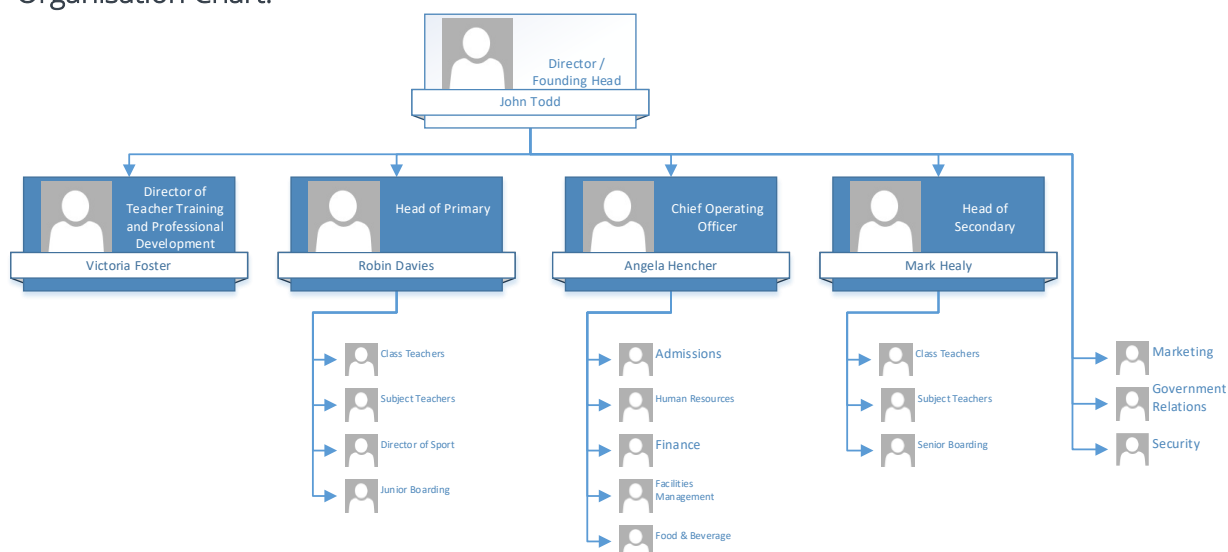
Pre-Employment Checks

Any offer of employment is subject to numerous checks to comply with our Safer Recruitment processes and our Safeguarding Policy (available to view on our website), please see our link for

[APPLICATION AND RECRUITMENT PROCESS EXPLANATORY NOTE.docx](#)



Organisation Chart:



Safeguarding

Charterhouse Lagos is committed to safeguarding and promoting the welfare of all our students and expects all applicants to share this commitment. We follow safer recruitment practices which are aligned with recommendations from the International Task Force on Child Protection. We aspire to the highest international standards of recruiting practices with specific attention to child protection. All appointments are subject to interviews, identity checks, criminal record checks, social media checks and successful references.

Data Protection

The personal data relating to candidates, including personal data provided in, or along with the enquiry and application forms, is required to be collected by Charterhouse Lagos/The Huntington Education Group, for purposes of candidate evaluation, and facilitating the recruitment process. By providing us with your personal data, you give your consent to us for collecting, retaining, processing, transferring (including cross-border transfer) and disclosing personal data to any third parties (including intra-group) for achieving the above purpose.

Diversity, Equality and Inclusion

At Charterhouse Lagos, we want everyone to feel valued, appreciated, and free to be who they are at work, whilst remaining true to the culture and laws of Nigeria. Our recruitment processes are designed to prevent discrimination regardless of gender identity or expression, sexual orientation, religion, ethnicity, age, neurodiversity, disability status, citizenship, or any other aspect which makes them unique.