

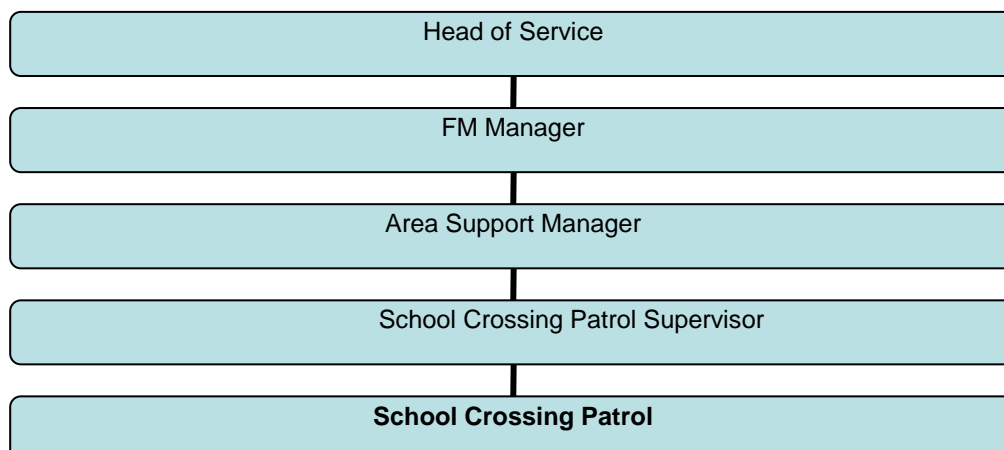
## **ROCHDALE BOROUGH COUNCIL**

### **JOB DESCRIPTION**

<b>SERVICE:</b>	NEIBOURHOODS
<b>SECTION:</b>	FACILITIES MANAGEMENT
<b>LOCATION:</b>	VARIOUS THROUGHOUT THE BOROUGH
<b>JOB TITLE:</b>	CASUAL SCHOOL CROSSING PATROL
<b>Grade:</b>	3
<b>Accountable to:</b>	School Crossing Patrol Supervisor
<b>Accountable for:</b>	N/A
<b>Hours of Duty:</b>	Various
<b>Any Special Conditions of Service:</b>	<p>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by Rochdale Borough Council</p> <p>Appointment to this post is subject to an enhanced DBS including a barred list check against the child workforce.</p> <p>In accordance with Section 7 of the Immigration Act 2016 this post requires the ability to converse at ease with the members of the public and provide advice in accurate spoken English.</p> <p>This post is not Politically Restricted in accordance with the current regulations</p>

**The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.**

#### **ORGANISATION CHART:**



## **PURPOSE AND OBJECTIVES OF THE JOB**

To be available to cover any Point left vacant through sickness or vacancy in the Borough when given sufficient notice.

To assist children crossing the road safely when travelling to and from school and any adults wishing to cross the road during duty times.

## **Control of Resources**

Personnel: None

Financial: None

## **Equipment / Materials:**

To be responsible for the upkeep (eg. reporting faults), cleanliness and safe use of the equipment issued including uniform, STOP sign and hazard warning light key (when supplied)

## **Health / Safety / Welfare:**

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

## **Equality and Diversity**

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

## **Training and Development**

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

## **Relationships (Internal and External):**

To liaise with members of the general public and such other bodies or persons as may be necessary to facilitate duties as stated.

## **Responsibilities:**

The postholder must:

1. Be contactable Between 7.30 - 8am and 1.30 – 3.00pm
2. Be available for work between 08.00 –09-15 am and 15.00 – 16-15
3. Perform his/her duties in accordance with Rochdale Metropolitan Borough Council's Equality and Diversity Policy
4. Ensure that Rochdale Metropolitan Borough Council's commitment to public service orientation and care of our customers is provided..

## **Values and Behaviours**

Approach the job at all times using the values set out in the Rochdale Way:

- Valuing our people
- Focusing on customers
- Acting with integrity
- Using time and money wisely
- Working together
- Always learning and improving

Be aware of and apply the Rochdale Way behaviours at all times.

## **Principal Duties:**

- To control traffic at crossing point
- To control and assist children crossing over the road
- To assist any adult wishing to cross the road
- To operate hazard warning lights where installed
- To identify and notify any problems that may arise at the crossing point

## **Secondary Duties**

- 1 To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
- 2 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by	N Mcilvenny	Date	2019
	_____		_____
Agreed by Postholder	_____	Date	_____
Supervisor	_____	Date	_____
Service Director	_____	Date	_____

**Rochdale Borough Council  
Person Specification**

<b>Service :</b>	<b>Neighbourhoods</b>	<b>Post:</b>	<b>Casual School Crossing Patrols</b>
<b>Section :</b>	<b>Facilities Management</b>	<b>Post Number :</b>	
<b>Job Ref:</b>	<b>RO-30617</b>	<b>Grade:</b>	<b>3</b>

**Note to Applicants:**





The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
<b>Filter Questions</b>		
1 <b>If you are an external candidate please confirm that you are a Rochdale Resident who lives within the municipal boundaries of the Borough of Rochdale.</b>	E	AF
<b>(a) Qualification and Experience</b>		
2 Please provide details of your experience to communicate clearly and effectively with children, motorist, and members of the public.	E	AF & I
<b>(b) Skills and Knowledge</b>		
3 Please provide an example of your ability to deal with challenging situations.	E	AF & I
4 Please provide details of your ability to assist, children and adults in crossing the road.	E	AF & I
5 The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post.	E	I
<b>(c) Behaviours and Values</b>		
6 Approach the job at all times using the values set out in the Rochdale Way: <input type="checkbox"/> Valuing our people <input type="checkbox"/> Focusing on customers <input type="checkbox"/> Acting with integrity <input type="checkbox"/> Using time and money wisely <input type="checkbox"/> Working together <input type="checkbox"/> Always learning and improving Please confirm you are willing to adhere to these values and behaviours.	E	AF & I

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
<b>(d) Special Working Conditions</b>		
<p>7 As the role of the School Crossing Patrol comes under the Road Traffic Act 1984 amended in 2000 you must be able to operate as shown below:</p> <p><b>School Crossing Patrols</b></p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>Not ready to cross pedestrians</p> </div> <div style="text-align: center;">  <p>Barrier to stop pedestrians crossing</p> </div> </div> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 20px;"> <div style="text-align: center;">  <p>Ready to cross pedestrians, vehicles must be prepared to stop</p> </div> <div style="text-align: center;">  <p>All vehicles must stop</p> </div> </div>	<b>E</b>	<b>I &amp; A</b>
8 Are you willing and able to work outdoors regardless of weather conditions?	<b>E</b>	<b>AF &amp; I</b>
9 Please provide an example of how you demonstrate your honesty, reliability and punctuality?	<b>E</b>	<b>AF&amp; I</b>
10 Are you willing and able to work term time?	<b>E</b>	<b>AF&amp; I</b>