



**Notes for managers**: *(please delete before finalising your job description and person specification):*

* If you are creating a new role, or amending/updating an existing one, please ensure you speak to your HR Adviser in the first instance. You may be required to follow the Job Evaluation Procedure so you will need to allow sufficient time to do this. Your HR Adviser will be able to give you an idea how long this will take.
* Within ‘Main Duties’ provide a good summary of the role, without the list of duties becoming too long. Aim for between 10 and 15 items, depending on the level and complexity of the role.

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| **Department** | Department of Place |
| **Job Title** | School Crossing Patrol |
| **Grade** | Grade 2 |
| **Primary Purpose of Job** | To stop traffic to enable children or adults to cross the road at designated SCP points. |
| **Reporting To** | School Crossing patrol Supervisor |
| **Staffing**  **Responsibilities** | School Crossing Patrol Duties |

**Main Duties**

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| **1** | Observing children and adults approaching a crossing point and identifying if they wish to cross the road at a designated School Crossing Patrol Point. |
| **2** | Controlling children waiting on the pavement and keeping them in a safe position away from the kerb edge. |
| **3** | Monitoring and assessing the movement of traffic approaching the crossing to identify safe opportunities for the display of an approved Patrol sign. |
| **4** | Communicating with and instructing children to cross the road when traffic has stopped. |
| **5** | Ensuring children and any adults have crossed the road safely before returning to the pavement. |
| **6** | Monitoring the approved crossing point. Reporting to a Supervisor or the Road Safety Unit any highway defects or other problems which may affect the safe provision of patrol facilities. |
| **7** | Carrying out patrol duties in accordance with the Road Traffic Regulation Act 1984 as amended by the Transport Act 2000 and following Bolton Council procedures as laid down in the School Crossing Patrol Handbook. |
| **8** | **Customer Care -** To continually review, develop and improve systems, processes and services in support of the council’s pursuit of excellence in service delivery. To recognise the value of its people as a resource. |
| **9** | **Promoting equality and diversity -** To accept everyone has a right to his or her distinct identity. To treat everyone with dignity and respect and to ensure that what our customers tell us is valued by reporting it back into the organisation. To promote and participate in the council’s work to eliminate discrimination; advance equality of opportunity; and foster good relations between our diverse communities. |
| **10**  **11** | **Developing Self and Others** - To use processes and put processes in place to generate a learning environment. To focus on the strengths and requirements of all individuals and enable them to further their skills and knowledge. To actively pursue your own development. To be self-aware and role model continuous self-development.  **Responding to Civil Contingencies -** Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council's Emergency Management Plan is activated, you could be required to assist, or assist others, in the continued maintenance or delivery of key Council services and of support to the community. This could require working outside of routine working hours and could entail working from places other than your normal place of work.  N.B. Emergencies requiring activation of the Bolton Council Emergency Management Plan only occur very infrequently. If you are asked to respond to an emergency, your personal circumstances at the time will be taken into account. |

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| **Date Job Description prepared/updated:** | **Sept 2017** |
| **Job Description prepared by: Susan Tinker SCP Supervisor** |  |



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* Provide a concise profile of the skills, knowledge and experience required for the role. Aim for between 10 and 15 items depending on the role.
* Each criteria needs to be measurable.
* Methods of assessment include application form; interview; work related exercise; assessment centre.
* Remember that you will be shortlisting against all the criteria against which you select ‘Application Form’. Ensure therefore that you include the ones which are key to the role. Don’t include all criteria as ‘Application Form’ unless you are prepared to shortlist against them all. Too many criteria could be off-putting for candidates.

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| **Department** | | | | **Road Safety unit** | | |
| **Job Title** | | | | **school crossing patrol** | | |
| **Stage One** | | | Disabled Candidates are guaranteed an interview if they meet the essential criteria | | | |
| **The Minimum Essential Requirements for the above Post are as Follows:** | | | | | | **Method of Assessment** |
| **1.** | **Skills and Knowledge** | | | | | |
| 1. | An ability to react appropriately to varied traffic situations. | | | | | Application Form/Interview |
| 2. | An ability to ensure that children cross the road safely. | | | | | Interview |
| 3. | Good communication and interpersonal skills especially when dealing with children and adults. | | | | | Application Form/Interview |
| 4. | Ability to be punctual for the performance of duties at designated session times. | | | | | Application Form/Interview |
| 5. | Ability to work on own initiative with minimal supervision | | | | | Application Form/Interview |
| 6. | Ability to remain calm when dealing with conflict. | | | | | Application Form/Interview |
| 7. | **Competencies** – Please note the council’s corporate competencies, which are considered to be essential for all roles, are in the attached CORE COMPETENCIES document | | | | | Interview |
| **2. Experience/Qualifications/Training etc** | | | | | | |
| 1. | | Must be willing to undertake appropriate training and development in order to meet the requirements of the post and carry out your duties in accordance with the Authority’s School Crossing Patrol handbook. | | | Interview | |
| **3. Work Related Circumstances** | | | | | | |
| 1. | | Required to have good eyesight, hearing and demonstrate physical ability to safely carry out the full range of SCP duties. | | | Medical Examination | |
| 2. | | Required to wear prescribed uniform supplied by the Authority and maintain the same in good condition. | | | Interview | |
| 3. | | Approximately 10 hours per week/5 days per week. | | | Interview | |
| 4. | | Willingness to work in inclement weather conditions. | | | Interview | |
| 5. | | This post has been designated an essential car user post. Applicants must hold a full, current and valid driving licence and a vehicle with a current valid MOT certificate. There must also be adequate vehicle insurance cover to comply with the council’s requirements, in line with the Travel Costs Reimbursement Policy | | | Application Form  Interview | |
| 6. | | This post is subject to an enhanced disclosure from the Disclosure & Barring Service | | | Application Form  Interview | |

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| **STAGE TWO** | | Will only be used in the event of a large number of applicants meeting the minimum essential requirements | |
| **Additional Requirements** | | | **Method of Assessment** |
| **1. Skills and Knowledge** | | | |
| 1. |  | |  |
| **2. Experience/Qualifications/Training etc** | | | |
| 1. | Previous experience as a School Crossing Patrol. | | Application Form/Interview |

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| **Date Person Specification prepared/updated:** | **Sept 2017** |
| **Person Specification prepared by: Sue Tinker SCP Supervisor** |  |



**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.