

JOB DESCRIPTION

Post Title: School Crossing Patrol	
Department: Children & Young People	Post No:
Division/Section: School Crossing Service	Post Grade: 4
Location:	Post Hours: Flexible
<p>Special Conditions of Service:</p> <p>This post has been designated as one that has access to children and is therefore subject to an enhanced DBS check.</p> <p>The Authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment</p> <p>The postholder may be deployed to provide cover at any school crossing point within the borough</p>	
<p>Purpose and Objectives of Post:</p> <p>To ensure the safety of pedestrians (children & adults) crossing the road at a designated point between specified times. The discharge of these duties must not be to the detriment of the welfare of other road users.</p>	
Accountable to: Director of Education & Skills	
Immediately Responsible to: Transport and Contracts Manager	
Immediately Responsible for:	
<p>Relationships: (Internal and External)</p> <ul style="list-style-type: none"> Staff within Children & Young People and other Departments of the Council Head Teachers and other staff in educational establishments and services Members of the public Pedestrians/children, parents/guardians/carers <p>Control of Resources:</p> <ul style="list-style-type: none"> Cleaning & maintenance of the uniform provided. Safeguarding school crossing sign from damage and/or theft at all times. Under the Health & Safety at Work Act 1974, you are expected to take reasonable care of your health & safety when working and ensure the safety of other members of the public who may be affected by your actions. 	

Duties/Responsibilities:

Service

- To assist children and adults crossing the road at a designated located between specified times. The discharge of these duties must not be to the detriment of the welfare of other road users.
- To undertake duties in accordance with the School Crossing Patrol Handbook, relevant protocols and instructions provided by the School Crossing Service.
- To safely stop traffic on the road(s) on which you operate following the correct procedure.
- To operate hazard warning lights where installed.
- Liaise with school staff, emergency services, parents, children and members of the public to ensure the safety of those who use the service.
- School crossing patrols will be responsible for operating at any vacant point throughout the borough, as required by the School Crossing Supervisor and in line with service requirements.
- To carry out the Council's policy with regard to the school crossing service which includes health & safety procedures.
- Report to the School Crossing Supervisor any accidents/incidents
- Report any defects at the crossing location to the school crossing patrol service.

Resources

- To use all legally authorised uniform and equipment provided for the safety of yourself, child and other members of the public, especially when stopping traffic on the highway.
- To be responsible for the cleaning of uniform and safeguarding any equipment issued from damage/theft.

People

- If an incident meets thresholds for safeguarding, ensure that the procedure and guidelines are followed and the incident is escalated to the appropriate person.

General

- Continuously develop your own skills, knowledge and understanding using a range of development opportunities and training.

To work in accordance with the Authorities policy relating to the promotion of Equality and Diversity and Dignity at Work.

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of supplemental Conditions of Service.

Job Description prepared by:	Sign:	Date:
Agreed correct by Postholder:	Sign:	Date:
Agreed correct by Supervisor/Manager:	Sign:	Date:

PERSON SPECIFICATION

Children & Young People
School Crossing Patrol

ASSESSMENT METHOD	SHORT-LISTING CRITERIA	ESSENTIAL	DESIRABLE
Application	Demonstrate road safety and traffic awareness	✓	
Application/ Interview	Demonstrate a commitment to Equality and Diversity and Customer Care	✓	
Application/ Interview	Supervise children & young people effectively		✓
Application/ Interview	Previous experience of communicating effectively with members of the public, young people, school staff and parents	✓	
Application/ Interview	An awareness of emergency and health & safety procedures	✓	
Application/ Interview	Ability to use your own initiative in following procedures whilst working unsupervised.	✓	
Application/ Interview	Ability to be flexible to work at different geographical locations as required by the service	✓	
Application/ Interview	To understand the importance of maintaining confidentiality at all times	✓	
Application/ Interview	Able to demonstrate an awareness of ensuring that children are kept safe	✓	