

Job Title School Crossing Patrol Officer

Service: Services for Education

Band: Band 1

Reporting to: Service Operations Manager



TRAFFORD
COUNCIL

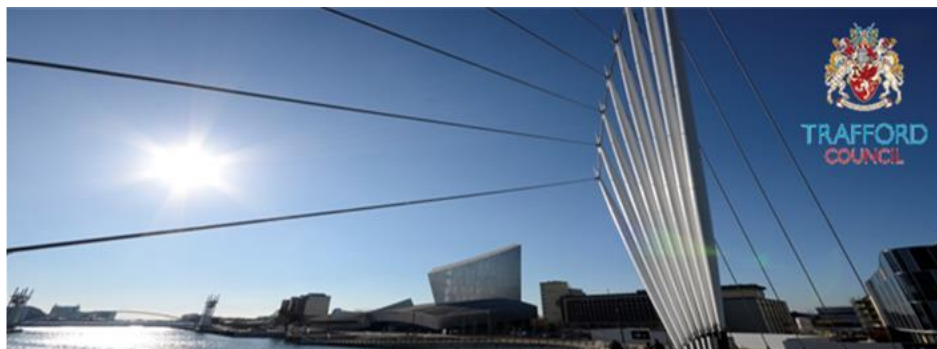
About Us

Trafford is a great place to live, work, learn and visit. From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors are embarking on a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

Our vision: Trafford – where all our residents, businesses and communities prosper

Our vision is about giving people in Trafford greater choice about where they live; to build and sustain in thriving communities; and to develop areas which we can all take pride in. It's about people living healthily; receiving care when they need it and having access to our green spaces with great transport links across the borough.



Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

At Trafford Council we are EPIC

We EMPOWER – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

We are PEOPLE CENTRED – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

We are INCLUSIVE – We are committed to creating an environment that values and respects the diversity and richness differences bring.

We COLLABORATE – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

About the Role

This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role.

We are a values-based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

Your Main Priorities

To provide cover across the Trafford Borough ensuring the safety of children and other pedestrians 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.

Key duties

- To perform School Crossing Patrol duties throughout the Trafford Borough. This can often be at short notice to cover for staff sickness, holidays etc.
- To operate hazard warning lights where appropriate.
- To report inability to perform duties through sickness or other reason, as soon as possible.
- To use all uniform and equipment provided according to legislation for the safety of yourself, children and all other members of the public, especially when stopping traffic on the highway. To report any loss or defects.
- To be responsible for the cleaning and maintenance of the uniform which is provided for wear at all times whilst in duty. Ensure that any other equipment provided, including the sign is safeguarded from damage or theft at all times.
- To maintain control over pedestrians awaiting instructions to cross.
- To report accidents which may occur to yourself, and road traffic accidents at or close to your point, or untoward incidents that could affect the safety of pedestrians in your care e.g. failure to stop by a car driver.
- To maintain high standards of conduct in dealing with children and members of the public in accordance with the quality policy adopted by Trafford Council.
- To report any problems or difficulties to the Business support officers including health problems that might affect your ability to carry out your duties in a safe manner.

Physical Requirements:

This information is to accompany the pre-employment medical questionnaire that prospective candidates are required to complete. This is to ensure Occupational Health are aware of the purpose of the job, the physical requirements and the working conditions of the post before making a decision about a person's ability to carry out the role of Casual Relief School Crossing Patrol.

- To be physically able to move onto and off the road
- To be able to operate in all weather conditions.
- To be physically fit and able to deal with emergency traffic situations as they relate to the crossing of pedestrians and themselves.
- To be able to operate switches, keys etc on traffic light control boxes, pedestrian crossings and other equipment.
- To be physically and mentally able to judge and foresee hazardous situations as they relate to traffic.
- Be able to look and see hazardous traffic situations in all directions
- Be able to hear potential hazardous traffic situations that may be out of their immediate vision.
- To be able to hold a School Crossing Patrol sign in all weathers

Working Conditions:

- Working alone
- Required to stand throughout duty period
- Exposure to all weather conditions
- Exposure to traffic fumes

About You**Qualifications and Professional Development**

- A willingness to undergo training specific to the job

Experience and Knowledge

- Experience with children

- Understanding of the road environment, traffic flow and safe stopping distances

Skills and abilities

- Good community spirit and a commitment to our Customer Pledge
- Able to travel anywhere within the Borough, often at short notice
- Ability to use sensory awareness to anticipate and react to hazardous conditions
- Able to communicate with both adults and children, and to issue clear instructions politely and confidently
- Punctuality

Special Conditions

The post has been designated as one that has access to children and is therefore subject to an enhanced DBS check.

Mobility to travel.

Date prepared/revised: 12/08/2019

Prepared/revised by: Cal Aston

Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

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.

Training and Development

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

Policy

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

Information Governance

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.