



## **JOB DESCRIPTION**

**JOB TITLE:** Casual School Crossing Patrol  
**DEPARTMENT:** Services for Education – School Crossings  
**GRADE:** Band 1 (points 6 to 10)  
**DIRECTLY RESPONSIBLE TO:** Service Operations Manager

### **Main Purpose of the Job:**

To provide casual cover across the South of the 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.

### **Main Duties:**

The duties will include:-

- To perform School Crossing Patrol duties on a casual basis within the South of the Borough as instructed by the Business support officers staff. 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.

### **Special Conditions of Service:**

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

### **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

### **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.

### **Confidentiality**

To adhere to the Council's policies and procedures on confidentiality and the management and sharing of information.

Date prepared/revised: 11.03.15  
Prepared/revised by: Sue Wilson



**PERSON SPECIFICATION**

**JOB TITLE:** Casual School Crossing Patrol

**DEPARTMENT:** Services for Education – School Crossings

**GRADE:** Band 1 (points 6 – 10)

**STAGE ONE:** Disabled candidates are guaranteed an interview if they meet the essential criteria

<b><i>MINIMUM ESSENTIAL REQUIREMENTS</i></b>	<b>METHOD OF ASSESSMENT *</b>
<b>1. Qualifications/Training etc.</b>	
A willingness to under go training specific to the job	A / I
<b>2. Experience</b>	
Experience with children	A / I
<b>3. Knowledge</b>	
Understanding of the road environment, traffic flow and safe stopping distances	A / I
<b>4. Skills &amp; Abilities</b>	
Good community spirit and a commitment to our Customer Pledge	A / I

Able to travel anywhere within the Borough, often at short notice	I
Ability to use sensory awareness to anticipate and react to hazardous conditions	A/I
Able to communicate with both adults and children, and to issue clear instructions politely and confidently	A/I
Punctuality	A/I
<b>5. Special working requirements</b>	
Mobility to travel.	I
A Criminal Records Bureau check will be required	I

***STAGE TWO: Will only be used in the event of a large number of applicants meeting the minimum essential requirements***

<b>ADDITIONAL REQUIREMENTS</b>	<b>METHOD OF ASSESSMENT *</b>
<b>1. Qualifications/Training etc.</b>	
Driving Licence	A / I
<b>2. Experience</b>	
Previous experience of this role	A / I
<b>3. Knowledge</b>	
<b>4. Skills &amp; Abilities</b>	

**\* Method of Assessment**

**A** = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview,  
**P** = Presentation, **T** = Test, **AC** = Assessment centre

Date prepared/revised: 11.03.15  
Prepared/revised by: Sue Wilson