***image001***

### JOB DESCRIPTION

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| **Post Title: SUPPLY SCHOOL CROSSING PATROL** | |
| **Department: Department of Children, Young People and Culture** | **Establishment No:** |
| **Division/Section:** **School Management Services** | **Post Grade: 4** |
| **Location: Various** | **Post Hours: Flexible** |
| **Purpose and Objectives of Post:**  **To ensure the safety of 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.** | |
| **Accountable to: Transport/Contract Supervisor** | |
| **Immediately Responsible to: School Crossing Patrol Co-ordinator** | |
| **Immediately Responsible for:** | |
| **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.**  **To be available for work as required at locations to be agreed.** | |
| **Relationships: (Internal and External)**  Internal: Staff in the Department of Children Young People & Culture.  **External:** Pedestrians/children, parents/guardians and teaching staff. | |

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| **Control of Resources:**  **Equipment:** Responsible for the cleaning and maintenance of the uniform which is  provided for wear at all times when on duty. Ensure that any other  equipment provided, including the sign, is safeguarded from damage  or theft at all times.  **Health and** Under the Health and Safety at Work Act 1974, you are expected to take  **Safety** reasonable care of your health and safety when working and ensure the  safety of other members of the public who may be affected by your actions | | |
| **Duties/Responsibilities:**  To carry out the Council’s policy with regard to the School Crossing Patrol Service, which includes Health and Safety Procedures.  To use all the uniform and equipment provided for the safety of yourself, pedestrians and all other members of the public, especially when stopping traffic.  Maintain control over pedestrians who are awaiting your instructions to cross.  Report any problems, difficulties or equipment malfunction to the Supervisor of the School Crossing Patrol Service.  Where the operation of hazard warning lights is a feature of the point or location, your duties will include the procedure for turning the lights on and off as instructed, for which a supplementary payment will be made.  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: |