

Grading

Job Description and Employee Specification

<u>Job title:</u> School Crossing Patrol	<u>Service area:</u> Economy & Environment
<u>Post number:</u>	<u>Division:</u> Transport, Highways & Environment
<u>Grade:</u>	<u>Section/team:</u> Road Safety
<u>Overall purpose of job:</u> To ensure the control of and safe passage of school children and other pedestrians when crossing the road at specified locations.	
Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.	
<u>Main responsibilities:</u> 1. Control of traffic at a determined crossing site in a safe and determined manner 2. Control the behaviour of children and other pedestrians whilst on the crossing site area. 3. Identify and report to the supervisor any environmental, pedestrian or roadside hazards relating to the crossing site area. 4. Operation of pelican crossing/automated traffic signals or key control lights, where applicable. 5. Reporting of traffic offences and attendance at court as a witness. 6. In the event of a medical emergency (road traffic collision or other incident) ensure that the relevant assistance is called whilst maintaining the safety of pedestrians at the crossing.	
<u>Knowledge, skills and experience:</u> • Ability to hold the School Crossing Patrol sign and operate the crossing safely. • Ability to safely supervise children and other pedestrians whilst they are waiting and crossing. • Ability to communicate effectively with the public using the crossing.	

Grading

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- Good time keeping.
- Willingness and commitment to undertake basic safeguarding and child sexual exploitation training.
- Good spoken English.
- Able to respond flexibly to situations within guidelines.
- Good understanding of road use and traffic awareness.
- Good customer care skills
- Ability to judge speed and distance of traffic

Creativity and innovation:

- The work requires judgement in an ever-changing environment where the safety of pedestrians, motorists and other road users can depend on the actions of the School Crossing Patrol.
- The postholder will need to take into account and adapt working practice where incidents and other events occur that affect the normal operation of the crossing.
- Dealing with and talking to children who may be misbehaving close to or on the crossing.
- Dealing with other incidents that occur close to or on the crossing, such as when a vehicle fails to stop.

Judgement of when to contact the supervisor over incidents/events which occur.

Contacts and relationships:

- Supervisor – Daily – exchange information/reporting any issues/incidents.
- Members of the public, including children, parents and road users – Daily – to ensure safe crossing of roads .
- Emergency Services – as and when required – in the event of an accident.

Decision making:

- When it is safe to stop traffic and allow children to cross.
- Reporting of hazards on the road and incidents as they affect the crossing area.
- Operation of the crossing site in accordance with policies, procedures and legislation

Responsibility for resources:

Continuous responsibility for:

- Uniform issued for personal use (approx. £300)
- School Crossing Patrol sign (approx. £100)

WORK ENVIRONMENT

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Work demands:

Changes to work demands include:

- Weather conditions
- Road works
- Traffic accidents/incidents

Physical demands:

- Standing and walking during normal operation of the crossing
- Lifting and holding School Crossing Patrol sign

Working conditions:

- This post works on the highway 100% of the time. This will include in cold, wet, windy and hot conditions.

Work context:

Potential personal risks are:

- Physical injury through being hit by a vehicle.
- May come into challenging situations by a member of the public.
- Attack by insects *and/or* animals.
- All weathers, including extremes of weather (hot or cold)
- Vehicle emissions

Grading

Job Description and Employee Specification

Position in organisation:

Indicate how many staff the post is directly accountable for:

0

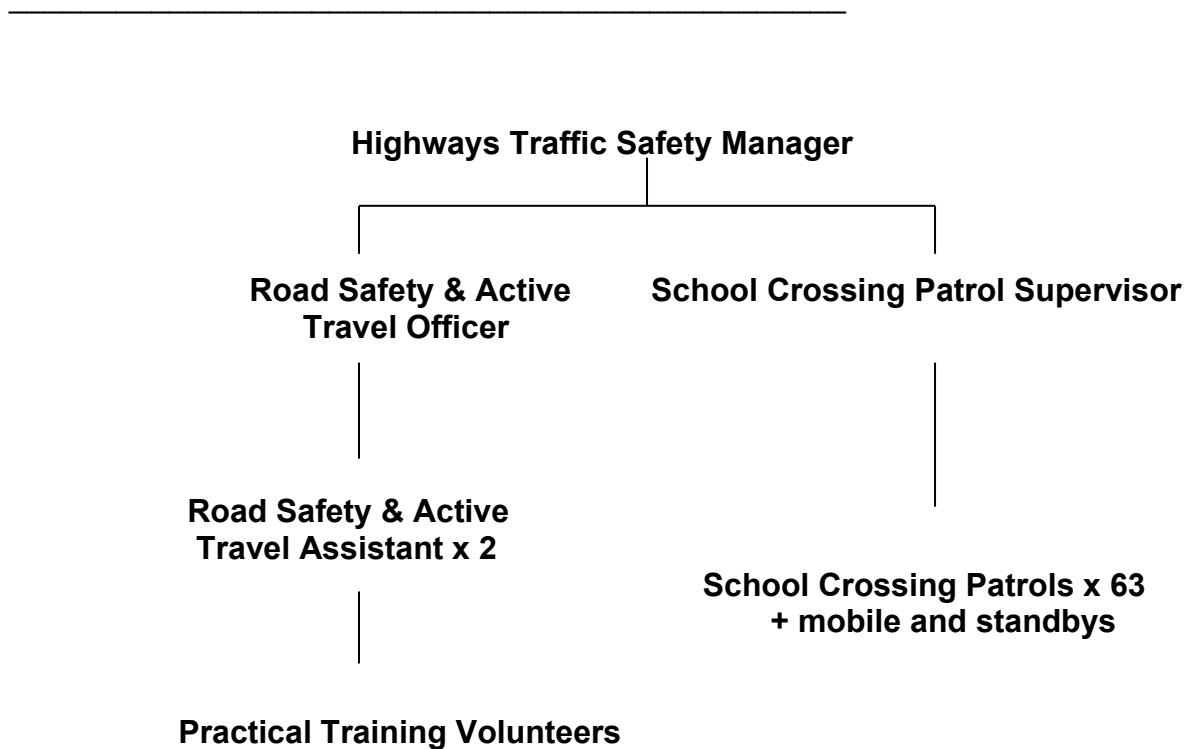
Are posts in more than one location? Yes ☐ No ☒

Is this at the same site? Are the posts managed highly mobile?

Is the supervision/management shared with another post in the structure?

Yes ☐ No ☒

Please indicate which post(s)

**Job Description Version Control**

Date evaluated	
Date updated	31/5/23
Updated by (manager name)	Dave Wilson
Checked by (HR name)	Fiona Reid

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ESSENTIAL CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	Application form
• Good understanding of road use and traffic awareness. • Good customer care skills	
Knowledge, Skills and Experience	Application form (follow up at interview)
• Ability to hold the School Crossing Patrol sign and operate the crossing safely. • Willingness and commitment to undertake basic safeguarding and child sexual exploitation training. • Good spoken English. • Able to respond flexibly to situations within guidelines. • Ability to judge speed and distance of traffic	
Education, Training and Qualifications	Original documents
•	
Working Arrangements	Interview
•	

DESIRABLE CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	Application form (follow up at interview)
• Worked with children and /or public	
Knowledge, Skills and Experience	Interview
• Knowledge and understanding of local code of conduct as applies to all employees and the School Crossing Patrol service handbook. • Knowledge of relevant legislation as it affects traffic using the area around the crossing site.	
Education, Training and Qualifications	Original documents
• 1st Aid Certificate • Driving Licence	
Working Arrangements	Interview
•	

THE POST IS SUBJECT TO:

Grading

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Disclosure of convictions under the Rehabilitation of Offenders (Exemption) Act 1974	
Yes ✓	No ☐
Political restriction	
Yes ☐	No ✓
The ability to speak fluent English under the Immigration Act 2016	
Yes ✓	No ☐

- Version Control

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