Northumberland County Council

**JOB DESCRIPTION**

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| **Post Title:** School Crossing Patrol | | | **Director/Service/Sector:** Community & Environmental Services | | **Office Use** |
| **Band:** 1 | | | **Workplace:** Various Locations | | **JE ref:** 847  **HRMS ref:** |
| **Responsible to:** Partnership Manager | | | **Date:** | **Lead & Man Induction:** |
| **Job Purpose:** To ensure the safe passage of pupils across roads to and from school. | | | | | |
| **Resources** | Staff | None | | | |
| Finance | | None | | | |
| Physical | | Such equipment as may be provided. | | | |
| Clients | | None | | | |
| **Duties and key result areas:** Carried out in accordance with the procedures set out in the School Crossing Patrol Service, Guidance for School Crossing Patrols Booklet:-   1. Control traffic approaching the crossing area using such aids that are provided, including the operation of pedestrian light controlled crossings. 2. Escort pupils safely across the road whilst travelling to and from school. 3. Supervise the behaviour of pupils at crossing areas. 4. Identify potential hazards and take appropriate action. 5. In the event of accidents or incidents, ensure that the safety of the pupils is not compromised. 6. Other duties appropriate to the nature, level and grade of the post. | | | | | |
| **Work Arrangements** | | | | | |
| Physical requirements:  Transport requirements:  Working patterns:  Working conditions: | | Continuous standing and walking.  None.  Monday to Friday, morning and afternoon split working.  Outside working in all weathers and traffic conditions. | | | |

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**PERSON SPECIFICATION**

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| **Post Title:** School Crossing Patrol | **Director/Service/Sector:** Community & Environmental Services | Ref: 847 | |
| **Essential** | **Desirable** | **Assess by** | |
| **Qualifications and Knowledge** | | | |
| No particular qualifications or knowledge are required. |  | |  |
| **Experience** | | | |
| No specific experience in the workplace is necessary. | Some experience in a similar environment. | |  |
| **Skills and competencies** | | | |
| Ability to follow straightforward oral and written instructions and to keep basic work records.  Physical skills related to the work. |  | |  |
| **Physical, mental and emotional demands** | | | |
| Ability to work outdoors all year round. |  | |  |
| **Motivation** | | | |
| A commitment to providing a quality service to customers. | A willingness to undertake job related training. | |  |
| **Other** | | | |
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Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits