

**Job Description & Person Specification**

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| **Post Title** | School Crossing Patrol Officer | | | | |
| **JE Reference** | W96 | **Grade** | B+ | **SCP Range** | 11 - 13 |

**Reporting line:**

Principal Manager (Services to Schools)

School Crossing Patrol Coordinator

School Crossing Patrol Officer

# **Job Purpose:**

To ensure the safety of children and adults crossing the road on their way to and from school at a designated crossing point at specified times, while also ensuring that consideration is given to the needs of other road users.

# **Relationships:**

**Accountable to:** Principal Manager (Services to Schools) and School Crossing Patrol Coordinator

**Accountable for:**  N/A

**General Contacts:**  Children, parents, other road users

# **Key duties and responsibilities:**

1. To be responsible to the School Crossing Patrol Coordinator, and ultimately the Principal Manager (Services to Schools), for carrying out the Council’s policy with regard to School Crossing Patrol Service as set down in the SCP service handbook.
2. To use all uniform and equipment provided for the safety of yourself, children and all other members of the public, ensuring that it is maintained in good condition, you must have full uniform at all times.
3. To maintain control over the children who are awaiting instruction to cross and to show courtesy to all adults who use the crossing.
4. To be respectful to drivers at all times and to ensure flow of traffic is maintained.
5. To promote road safety and the School Crossing Patrol service within local communities.
6. To initially assess school crossing related incidents, provide first point of contact response and to report any problems or difficulties to the School Crossing Patrol Coordinator without delay.
7. At times you may be required to work at various locations/crossings around the Redcar and Cleveland Borough.

# **General/Corporate Responsibilities:**

1. To undertake such duties as may be commensurate with the seniority of the post
2. To ensure that the Council’s corporate Health & Safety policy is followed and training is undertaken in all pertinent health and safety procedures
3. To partake in the Council’s and Directorate’s staff training and development policies as well as the Council’s system of performance appraisal
4. To treat all information gathered for the Council and Directorate, either electronically or manually, in a confidential manner
5. All employees are required to demonstrate a commitment when carrying out their duties which promotes and values diversity and the equality of opportunity in relation to employees and service users which is in line with the Council’s Equality & Diversity Policy.
6. To be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments to support the achievement of Corporate and Service objectives
7. To ensure the highest standards of customer care are met at all times
8. To ensure the principles of Value for Money in service delivery is fundamental in all aspects of involvement with internal and external customers
9. To ensure that the highest standards of data quality are achieved and maintained for the collection, management and use of data.
10. To positively promote the welfare of children, young people, and vulnerable adults and ensure that it is recognised that Safeguarding is everyone's responsibility; and to engage in appropriate training and development opportunities which enhance an individual’s knowledge and skill in responding to children, young people and vulnerable adults who may be in need of safeguarding.

**Last Updated:** Sept 2016 **Author:** Bev Brown

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| **POST TITLE** | **GRADE** |
| School Crossing Patrol Officer | B+ |

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| **NOTE TO APPLICANTS**  Whilst all points on the specification are important, those listed in the essential column are the key requirements. You should pay particular attention to those points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview. |

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| **CRITERIA** | NECESSARY REQUIREMENTS | | **\* M.O.A.** |
|  | **Essential** | **Desirable** |  |
| **EXPERIENCE** | * Although advantageous, it is not necessary for the role as full training will be given | * Previous experience of working with adults and / or children | A, I |
| **SKILLS AND ABILITIES** | * Punctuality * Reliable * Ability to judge speed and risk assess * Ability to work outdoors in all weathers * Ability to use initiative in unusual situations * Confidence in talking to children in classroom situation regarding job role | * Good understanding of the highway code | A, I |
| **EDUCATION / QUALIFICATIONS / KNOWLEDGE** | * Good understanding of Road Sense | * Good understanding of the highway code | A, I |
| **OTHER REQUIREMENTS** | * Flexible approach to work by responding to the needs of the services including, at times, requirements to work beyond normal working hours * Commitment to own continuous personal and professional development * Strong team player, committed to an ethos of continuous improvement * Good communication skills especially oral | * Full driving licence * Evidence of own continuous personal and professional development | A, I, C |
| **COMMITMENT TO EQUAL OPPORTUNITIES** | * Commitment to equal opportunities and the ability to recognise the needs of different service users | * Evidence of having completed training in equality and diversity awareness | A,I |
| **COMMITMENT TO SERVICE DELIVERY/ CUSTOMER CARE** | * Commitment to provide a customer-focussed service | * Evidence of surpassing customer expectations or service targets / goals | A,I |

**METHOD OF ASSESSMENT: (\*M.O.A.)**

A = APPLICATION FORM C = CERTIFICATE E = EXERCISE I = INTERVIEW P = PRESENTATION T = TEST AC = ASSESSMENT CENTRE

R = REFERENCE