

**Job Description**

**Job Title: School Crossing Patrol**

**Salary Grade: Grade 1**

**Job Family: Operational Services**

**Job Profile: OP 1**

**Directorate: Economy and Place**

**Work Environment: Remote/Various locations throughout the City**

**Reports to: Road Safety Officer**

**Number of Reports: N/A**

**Purpose:**

To complete routine or standard operational work and use basic tools or equipment to support the provision of a safe and effective front line service which is aligned to customer need.

**Key Responsibilities:**

* To carryout School Crossing Patrol duties.
* To ensure the safe passage of children and adults crossing the road at specified times throughout the day at a designated points.
* The post holder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.

Comply with the principles and requirements of the Data Protection Act 1998 in relation to the management of Council records and information, and respect the privacy and personal information held by the Council.

Comply with the principles and requirements of the Freedom of Information Act 2000.

Comply with the Council’s information security standards, and requirements for the management and handling of information; Use Council information only for authorised purposes.

Carry out duties with full regard to the Council’s Equality policies, Code of Conduct and all other Council policies.

Comply with the Council’s Health and Safety policy, rules and regulations and with Health and Safety legislation.

Comply with the principles and requirements in relation to the management of Council records and information ; respect the privacy and personal information held by the Council; comply with the Council’s information security standards, and requirements in relation to the management and handling of information; use Council information only for authorised purposes.

**Date: May 2018**