 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Community Services, Environment & Culture		Service Area: Catering & Building Cleaning	
JOB TITLE: Mobile School Crossing Patrol Warden			
GRADE: C			
REPORTING TO: Anita Brown, Catering Service Manager			
1.	JOB SUMMARY: To assist children and parents, on the way to and from school, across roads within the borough.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1.	To be responsible to the Service Manager, Network Safety for the efficient and safe operation of crossings in the Stockton area, in accordance with the guidelines laid down in the Stockton Borough Council Patrol's Handbook	
	2.	To observe the requirements of the Highway Code when supervising children in your care and to enable pedestrians to cross the road in a safe and controlled manner	
	3.	To be aware of the limitations on motorists of speeds and stopping distances, particularly in adverse weather conditions and to not impede unduly the free flow of traffic along the highway	
	4.	To be punctual in time keeping, ensuring proper supervision of children on the crossing	
	5.	To take reasonable care of your own health and safety and co-operate with management so far as necessary, to enable compliance with the Authority's health and safety rules and legislative requirements	
	6.	To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post	
	7.	To undertake such other duties and responsibilities commensurate with the grading and nature of the post	
	8.	To ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton-on-Tees Borough Council	
	9.	To be able to drive at short notice to cover sites across a designated area	

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade of the job using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Personal Development – As defined by the Council’s Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high-quality level of service, commensurate to the standards required by Stockton-on-Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition, employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)	Anita Brown Melanie Ryder		
Job Description agreed by: (Post holder)

Job Description dated




PERSON SPECIFICATION

Job Title/Grade	Mobile School Crossing Patrol Warden	
Directorate / Service Area	Community Services, Environment & Culture	Catering & Building Cleaning
Post Ref:		

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	DBS clearance Level 1 English and Maths (GCSE Grade D / 3 or above / Functional Skills) Driving Licence needed and access to vehicle		Application form
Experience	Road sense Able to handle and manoeuvre crossing patrol equipment	Awareness of health and safety Knowledge of the Highway Code Previous experience of working with children	Application/Interview
Knowledge & Skills	Ability to work alone Ability to supervise children and adults		Application/Interview

<p>Specific behaviours relevant to the post</p>	<p>Punctuality and reliability</p> <p>Able to vary working hours to suit the needs of the service as required.</p> <p>Willing to work at a variety of sites within the Borough if required</p> <p>Ability to work outdoors in all weather conditions</p> <p>Friendly and outgoing</p> <p>Good communicator</p> <p>Smart appearance</p> <p>Fit and active with a good standard of health</p> <p>Able to stand at the roadside for periods of time</p> <p>Good eyesight (with the aid of glasses if worn)</p>		<p>Application/Interview</p>
<p>Other requirements</p>	<p>Able to take holidays during school holiday periods</p>		<p>Application/Interview</p>

Person Specification dated

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: COMMUNITY SERVICES, ENVIRONMENTAL & CULTURE	SERVICE AREA: SCHOOL CROSSING PATROL
JOB TITLE: School Crossing Patrol Warden	
GRADE: C	
JOB LOCATION / BUILDING: MOBILE – VARIOUS SITES	
REPORTING TO: AREA MANAGER – MELANIE RYDER	

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks this will be indicated.

Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health		
Known Risk	Yes	No
Noise: Employee is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)		X
Vibration: Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s ² A(8) 9		X
Respiratory: Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex. (Those working with respiratory/skin irritants or sensitizers as defined by COSHH)		X

Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.		
Known Risk	Yes	No
HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers: Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.		X
Asbestos: Employee likely to be exposed to asbestos. Work with asbestos' includes: <ul style="list-style-type: none"> ○ Work which removes, repairs, or disturbs asbestos ○ Ancillary work (work associated with the main work of repair, including maintenance work on equipment) ○ Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos) 		X
Known Risk	Yes	No

<p>Lead: Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal)</p> <p>The lead must also be in a form in which it is likely to be:</p> <ul style="list-style-type: none"> ○ Inhaled, e.g., lead dust, fume or vapour. ○ Ingested, e.g., lead powder, dust, paint or paste; or ○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate. <p>The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.</p>		X
<p>Confined Spaces - Safety Critical: Employee will be required to work in a confined space where specialist equipment or breathing apparatus is needed.</p>		X
<p>Working at Heights - Safety Critical: Employee will be required to work at a height.</p>		X
<p>Blood-borne viruses: Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.</p>		X

Other Known Risks		
Known Risk	Yes	No
<p>Council Vehicles or transport that does not require a Group 2 licence: Employee will be required to drive a Council vehicle or regularly transport service users/clients/pupils in their own vehicle as part of normal duties.</p>		X
<p>Food Handlers: Employee will be preparing and handling food</p> <p><i>Food Handlers Questionnaire to be completed and sent to Occupational Health</i></p>		X
<p>Night Workers: Employee will be regularly working at night</p> <p><i>Optional Night Worker Questionnaire available</i></p>		X
<p>Lone Working (including Home Working): Employee will be required to work alone.</p>	X	
<p>DSE Users: Employee will be required to use Display Screen Equipment (DSE)</p> <p><i>DSE Training and assessment should be completed on commencement – arranged by manager</i></p>		X
<p>Any Other: Please identify any other known risks associated with this job role.</p>		

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager:

MELANIE RYDER

Date: 18.4.23

For any queries related to this form, please refer to the Known Risk Managers Explanatory Notes, or email the Occupational Health Department: Occupational.Health@stockton.gov.uk