

# JOB DESCRIPTION

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| **Post Title:** | School Crossing Patrol | **Department / Service:**  | Environment, Roads and Facilities / Traffic and Network Management |
| **Hours:** | 6 hours 40 minutes per week | **Level:** | G01 |
| **Location:** | Various locations | **Job Evaluation Number:**  | JE0171 |
| **Responsible to:** | Road Safety Officer | **Responsible For: (Staff)** | 0 |

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| **Job Purpose:** |
| To ensure the safety of children and adults crossing the road at a designated point between specified times, whilst being mindful that this is not done to the detriment of the safety and welfare of other road users. |

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| **Duties and Responsibilities - Job Specific** |
|  | Contribute effectively to the Council’s traffic management strategy and road safety Service in accordance with Council policies and procedures |
|  | Carry out the School Crossing Patrol activities at the sites designated by the Road Safety Officer in accordance with Council policy and procedures |
|  | Maintain control over children parents/carers who are awaiting instructions to cross. |
|  | Report any problems or difficulties to the Manager of the School Crossing Patrol Service. |
|  | Undertake duties with tact and diplomacy at all times when dealing with parents/carers, keeping any shared information in the strictest confidence. |
|  | Responsible for personal Health and Safety at Work, ensuring safe working practices are followed at all times and assist with carrying out risk assessments.  |
|  | To use the uniform and all equipment provided to ensure personal safety and the safety of children and all other members of the public, especially when stopping traffic on the Highway. |
|  | Responsible for reporting any accident or incidents in the undertaking of the duties to the Head teacher and the Road Safety Officer.  |
|  | Respond appropriately to incidents of misbehaviour on behalf of the pupils, without exercising undue physical force. Report serious misbehaviour to the Head teacher, parent or carer and the Road Safety Officer. |
|  | To attend relevant training courses as and when required, maintaining a thorough knowledge and understanding of the service. |
|  | To personally maintain a presentable and professional appearance, wearing the uniform issued at all times whilst on duty and ensure that that uniform is maintained in a clean and tidy order.  |
|  | Responsible for the safekeeping, care and maintenance of equipment issued on a personal basis, including handheld computers, cameras, communication equipment and where applicable Council vehicles.  |
|  | Support the effective overall running of the Traffic & Network Management Group by undertaking any other duties required |

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| **Duties and Responsibilities – Corporate**  |
|  | To be responsible for establishing good working relationships both internally and externally. |
|  | Compliance with the Authority’s Policies and Procedures and to make known to Senior Officers any areas which are not adequately covered. |
|  | To participate actively in supporting the Authority’s principles and practices of equality of opportunity as laid down within the Equalities Policy. |
|  | To be responsible for the application of Health & Safety practices within the daily operations, sharing a common responsibility for Health & Safety across the department, directorate and Authority as a whole. |
|  | Employees will be required to give certain information relating to themselves in order that the Authority may properly carry out its duties, rights and obligations as an employer. The Authority will process and control such data principally for personnel, administrative and payroll purposes. |
|  | As a term of your employment and in order to maintain effective departmental operations, you may be required to undertake any other reasonable task, commensurate with your grade, as determined by your Line Manager or Head of Service. |
|  | Conwy is committed to safeguarding children and vulnerable groups. All Council employees are expected to be aware of the Corporate Safeguarding Policy and their responsibility to report any concerns in the appropriate manner and timescales. |

###### **Review Date/Right to Vary**

This job description is not intended to be an exhaustive list of duties. The Authority reserves the right, after appropriate consultation with you, to vary your duties and responsibilities within the parameters of your grade and occupational competence in order to respond to changes in the needs of the service.

**Signed by:** …………………………………………. **Date:** ……………………………..

Employee’s Name and Signature

Approved by

**Head of Service:** ………………………………….. **Date:** ……………………………..

# PERSON SPECIFICATION

**Post: School Crossing Patrol**

**Date: May 2016**

**Please Note: In order to be shortlisted for this post you will need to demonstrate that you meet all the criteria ranked as E - Essential.**

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| **Factor** | **Requirements** | **How Identified** | **Essential** | **Desirable** |
| ***Knowledge & Skills*** | Experience of working with children | AF/ I /R | E |  |
| Experience of working with children with Special Education needs. | AF/I |  | D |
| Appropriate knowledge of basic first aid. | AF/I |  | D |
| Ability to relate well to children and adults. | AF/I | E |  |
| Ability to participate in development and training opportunities. | AF/I | E |  |
| Ability to asses any given situation and determine the most appropriate outcome | AF/I | E |  |
| Awareness of policies and procedures relating to child protection, health and safety, confidentiality and data protection. | AF/I |  | D |
| The ability to communicate in English is essential. | AF/I | E |  |
| The ability to communicate in Welsh is desirable. | AF/I |  | D |
| **Supervision and Management** | N/A |  |  |  |
| **Creativity and Innovation** | N/A |  |  |  |
| **Contacts &** **Relationships** | Ability to engage with members of the public with confidence and diplomacy to advise on parking and enforcement mattersAbility and experience in dealing with conflict situations | AF/I | E |  |
| **Decisions / Recommendations** | N/A |  |  |  |
| **Resources** | Use any equipment and wearing of full uniform at all times | AF/I | E |  |
| **Physical Demands** | Capable of accessing assigned School Crossing Patrol sites, and stand, holding School Crossing Patrol sign, for long periods. | AF/I | E |  |
| Working in inclement weather and walking significant distances. | AF/I | E |  |
| Ability to work alone with minimal supervision. | AF/I | E |  |
| Ability to deal with contentious situations  | AF/I | E |  |
| Capable of operating switches, keys etc. on traffic light control boxes, pedestrian crossings and other equipment. | AF/I | E |  |
| To be physically and mentally capable to look, see, hear, judge and foresee hazardous situations as they relate to traffic in all directions | AF/I | E |  |

Please Note: In order to be shortlisted for this post you will need to demonstrate that you meet all the criteria ranked as E - Essential.

Identification of the requirements will be through the:

Application Form (AF),

Interview (I),

Test at interview (T),

Presentation at interview (P),

Verification (V)

Reference (R)