

JOB DESCRIPTION

Post Title: School Crossing Patrol

Directorate and Section/Unit: People Directorate/Countryside & Greenspace
Road Safety Team
Scale / Grade: Scale 2 (SCP 3)
Reporting to: Road Safety Team Leader
Responsible for: No specific supervisory duties.

Main purpose of job:

To ensure the safety of pedestrians (including children) crossing the road at a designated point between specific times. These duties must not be to the detriment or welfare of other road users.

To adhere to guidelines and procedures detailed in the School Crossing Patrol Handbook.

Responsibilities, duties and tasks:

1. To carry out the Council's Policy with regard to the SCP Service which includes Health and Safety Procedures.
2. To escort children and other pedestrians across the road at a designated point during specific duty times.
3. To adhere to instructions given by the School Crossing Patrol Supervisor and to follow guidelines and procedures detailed in the School Crossing Patrol Handbook.
4. To use all PPE (Personal Protective Equipment) issued by the SCP Service for the safety of yourself, children and all other service users whilst operating on the highway, this includes the official "STOP CHILDREN" sign.
5. To maintain control over children who are awaiting your instructions to cross and reporting any child causing problems to the Headteacher or the SCP Supervisor
6. To report potential problems or hazards to the SCP Supervisor or SCP Co-ordinator which may affect the safe operation of the site, this includes reporting "failure to stop" incidents.
7. To operate hazard warning lights where provided. Any faults to be reported to the SCP Co-ordinator.

General Duties:

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the Directorate's Health and Safety Policy.

Contacts:

In all contacts the postholder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

Internal: Other Officers of the Authority
External: School Children
General Public / Service users

Notes:

- This post is subject to a criminal record check under the arrangements established by the Criminal Records Bureau.
- The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- Reasonable adjustments will be considered as required by the Equality Act 2010.
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equal Opportunities Policy.

Prepared by: Jacqui Phillips

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