

Traffic and Road Safety – Traffic Management – Job Description

POST: School Crossing Patrol Officer

GRADE: Spinal Point 5

RESPONSIBLE TO: Parking Operations Team Leader

RESPONSIBLE FOR: None

BASIC OBJECTIVES OF THE POST

1. To ensure the safety of children crossing the road at a designated point between specified times. The discharge of these duties must not be to the detriment of the welfare of other road user

MAIN DUTIES & RESPONSIBILITIES

1. To carry out the Council's Policy with regards to the school Crossing Patrol Service this includes Health and Safety Procedures.
2. To use all uniform and equipment provided for the safety of yourself, children and all other members of the public, especially when stopping traffic on the highway
3. Maintain control over children who are waiting your instructions to cross.
4. Report any problems or difficulties to the Team Leader Road Safety.
5. To work on ones own initiative.

MAIN CONTACTS

1. School Staff
2. Council Staff
3. Local Authorities
4. General Public

RESOURCES

None

Cash / Financial Resources

None

Plant / Equipment

To maintain and exercise due care of all uniform and equipment provided for his own safety.

Stocks / Materials

None

Data Systems

None

Buildings

None

The post holder will also be expected to have:

- Understanding, knowledge and ability to follow guidelines that ensure compliance to Health and Safety at Work, Data Protection and other statutory requirements.
- Health and Safety aspects/issues, first aid/manual handling etc in relation to working environment, i.e. Hazardous materials and relevant processes/legislations etc
- Knowledge and experience of using IT/working knowledge adequate or sound knowledge required etc
- Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
- To undertake any other temporary duties consistent with the basic duties and/or objectives of the post.
- This position requires the post holder to undergo a CRB (Criminal Records Bureau) check.

Traffic and Road Safety – Traffic Management Person Specification

POST: School Crossing Patrol Officer

GRADE: Spinal Point 5

RESPONSIBLE TO: Parking Operations Team Leader.

RESPONSIBLE FOR: None

These are the qualities we believe to be necessary to do this job. You should clearly show in your application how your skill/experience potential meet some or all of them, as the short listing decision will be based on our assessment of you against these criteria.

The final assessment process will also seek to assess these characteristics.

Abilities/Experiences

- Working with Children. Working in a similar/same position.
- Must have good hearing and eyesight.
- Be able to stand for long periods of time.
- Awareness and understanding of equal opportunities.
- Able to work in all weather conditions.
- Must be reliable and punctual.

Qualifications

- Health and Safety Certificate (Desirable)
- First Aid training (Desirable)

Knowledge/Skills

- Understanding of the Highway Code
- Clear Verbal communication skills
- Ability to assess the speed of the traffic
- Confidence to stop traffic

The employee's duties require the following activities: -

	Yes		Yes
Office duties		Outdoor work / uneven surfaces	X
Use of a computer		Working at heights / on ladders / roof work	
Audio typing		Confined spaces	
Potentially confrontational work	X	Outdoor work or extremes of temperature	X
Crisis or conflict situations	X	Driving a Minibus as part of duties or as a volunteer	
Management responsibility		Driving car / van as part of duty	
Tight deadlines	X	LGV / PSV driving	
Walking 1+ miles during working day		Operating lift-truck, digger or crane	
Use of stairs		Work with significant electrical hazards	
Regular manual handling of objects / furniture / equipment (please indicate kilos involved)	X (Less than 5 KG)	Operating potentially hazardous machinery	
Regular and repetitive movements		Exposure to potentially hazardous substances	
Awkward positions e.g. stooping, bending, reaching up		Chemicals, e.g. solvents or metal working fluids	
Sitting / Standing for prolonged periods	X	Noisy environment (over 80dB[A])	X
Working alone or in isolation		Radiation	
Working shifts / unsocial hours / nights		Respiratory e.g. dust, fume, solder	
Risk of infection e.g. TB, Hep B / Other		Vibrating machinery	
Teaching or responsibility for children	X	Preparing raw food / serving food	
Control and restraint		Other	