

Job Profile

Position Details	
Post	School Crossing Patrol Officer
Service Area	Environment & Neighbourhoods/ Operations/ Parking Operations/ Enforcement & Administration Team
Reports to	Parking Operations Team Leader
Grade	SC1B
Job Family	To be completed by HR

Role Purpose
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 users.

Main Responsibilities
<ol style="list-style-type: none">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 highway3. 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 one's own initiative.

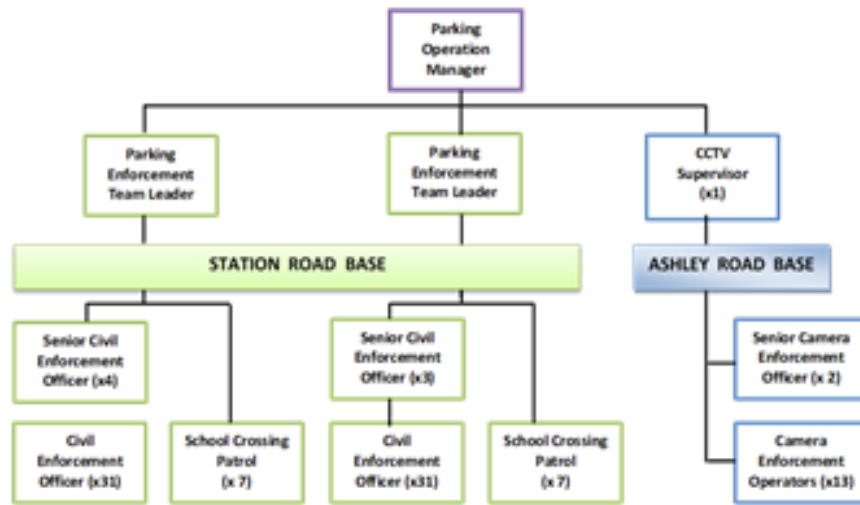
Generic Responsibilities
<ol style="list-style-type: none">1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.3. Knowledge and experience of using IT.4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
<p>Abilities/Experiences</p> <ul style="list-style-type: none"> 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. <p>Qualifications</p> <ul style="list-style-type: none"> Health and Safety Certificate First Aid training <p>Knowledge/Skills</p> <ul style="list-style-type: none"> Understanding of the Highway Code Clear Verbal communication skills Ability to assess the speed of the traffic Confidence to stop traffic 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

Main Contacts & Other Information
<p><u>Main Contacts:</u></p> <ol style="list-style-type: none"> School Staff Council Staff Local Authorities General Public <p><u>Other Information:</u></p> <p>This position requires the postholder to undergo a DBS (Disclosure and Barring Service) check.</p>

Organisational Structure

Please provide organisation structure chart.



Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
x				
Are the staff based at the same work location?				N/A
Will the post holder be responsible for contract / agency / project staff?				N/A

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	No		Use of a computer.	No	
Audio typing.	No		Crisis or conflict situations.	Yes	10%
Walking more than a mile.	No		Manual handling.	Yes (less than 5 kg)	10%
Working alone or in isolation.	Yes	50%	Working in confined spaces.	No	
Driving a car, van or minibus.	No		Preparing or serving food.	No	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	No		Working in awkward positions, e.g. stooping, bending, and reaching.	No	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	No		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	No	
Regular and repetitive movements.	No		Working shifts / unsocial hours, nights.	No	
Outdoor work involving uneven surfaces.	Yes	10%	Standing or sitting for prolonged periods.	Yes	10%

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.	No		Working at heights / on ladders, roof work.	No	
Teaching, or responsibility for, children.	Yes	5%	Outdoor work involving extremes of temperature.	Yes	5%
Electrical hazards.	No		Control and restraint.	No	

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
N/A
Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:
N/A
Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:
N/A
Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:
N/A
Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:
N/A
Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:
N/A