

## Job Description

<b>Job Title:</b>	<b>School Crossing Patrol</b>
<b>Strategic Team:</b>	<b>Road Safety</b>
<b>Service:</b>	<b>Highways</b>
<b>Business Unit:</b>	<b>SWISCo Limited</b>
<b>Responsible To: (<i>day to day issues</i>)</b>	<b>School Crossing Patrol Coordinator</b>
<b>Accountable To: (<i>line manager</i>)</b>	<b>Senior Highways Engineer</b>
<b>Salary Grade: (<i>Spinal column points only</i>)</b>	<b>Grade D</b>
<b>JE Ref:</b>	<b>Res 105</b>

### 1. Key Purpose of Job

- 1.1. To ensure the safety of children and other pedestrians crossing the road at designated points between specific times.
- 1.2. To ensure that such duties do not cause detriment to the welfare of other road users.

### 2. Anticipated Outcomes of Post

- 2.1. Safe transition of children and other pedestrians crossing the road at the designated crossing site during the specified times.

### 3. List Key Duties and accountabilities of the post

- 3.1. To carry out SWISCo's policy with regards to the School Crossing Patrol Service, including Health and Safety Procedures.
- 3.2. To use all uniform and equipment provided for the safety of you, children and all members of the public, especially when stopping traffic on the Highway.
- 3.3. Maintain control over children and other pedestrians who are waiting your instructions to cross.
- 3.4. Report any problems or difficulties to the School Crossing Patrol Coordinator.
- 3.5. To attend meetings and complete relevant IT and other training in order to fulfil the requirements of the school crossing patrol service and SWISCo policies.
- 3.6. Where the site has warning lights, ensure they are operating in accordance with agreed times.
- 3.7. To assist when appropriate in the review and update of the school crossing patrol service.
- 3.8. To be willing and able to be contacted at any time during a normal working day.

#### **4. Budgetary / Financial Responsibilities of the post**

4.1. None.

#### **5. Supervision / Line Management Responsibilities of the post**

5.1. None.

#### **6. Working Environment & Conditions of the post**

6.1. To work in all weather conditions unless conditions have been declared unsafe.

6.2. To have access to the internet.

#### **7. Physical Demands of the post**

7.1. Operation of the school crossing patrol sign in a safe and effective manner.

7.2. Operate a safe transition to and from the highway.

7.3. Undertake annual medical check.

#### **8. Specific Resources used by the post**

8.1. Full statutory school crossing patrol uniform.

8.2. Statutory school crossing patrol sign.

8.3. Suitable footwear.

#### **9. Key Contacts and Relationships**

##### **9.1. External**

Torbay Council departments

Nearby District Councils

Pedestrians and Motorists

Police

School's

##### **9.2. Internal**

Operational teams/Service Managers

Senior Management Team

Human Resources

#### **10. Other Duties**

To undertake additional duties as required, commensurate with the level of the job.

## Other Information

- a) All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- b) SWISCo operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the SWISCo, or associate company buildings (including Council owned and Council leased buildings, but excluding designated areas in residential schemes), enclosed spaces within the curtilage of buildings, and SWISCo or associated company vehicles.
- c) SWISCo does not permit smoking breaks within work time, however, in services where the flexi-scheme is in operation, employees may take reasonable break times outside of core hours, in accordance with flexi-time arrangements. Employees should follow the flexi-scheme procedure for agreeing time away from their duties in the normal manner with their immediate colleagues and line manager, with break start and finish times being recorded, as with any other break-time arrangement.
- d) The post-holder is expected to familiarise themselves with and adhere to all relevant SWISCo Policies and Procedures.
- e) The post-holder must comply with SWISCo Health and Safety requirements as outlined in the H&S policy appropriate to the role.
- f) This post is based at Tor Park Road but the post holder may be required to move their base to any other location within the company at a future date.
- g) The post-holder must be committed to the SWISCo Core Values for employees as defined in the employee handbook - Evidence will be sought during the probation and appraisal processes.
- h) If you are required to use your own vehicle on SWISCo business or drive a SWISCo vehicle you will be asked to provide information on any driving endorsements by accessing [www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence) and providing a code to your Line Manager in order to share your driving licence information with the company.
- g) You will be asked to complete a Criminal Records Self Declaration Form. Criminal convictions will only be taken into account when they are relevant to the post. You will only be asked to disclose 'unspent' convictions
- h) SWISCo is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo the checks appropriate to the post applied for.

## Note for Candidate

### All Candidates

The supporting statement on your application form will be used to assess ability to meet the essential requirements of the role, so you should explain how you meet each of the numbered essential requirements within your supporting statement.

In a competitive situation, the desirable criteria may be taken into consideration, so you are encouraged to show how you also meet each of the desirable criteria.

### Candidates who consider that they have a disability

Reasonable adjustments will be made to the job, job requirements or recruitment process for candidates with a disability.

If you consider yourself to have a disability you should indicate this on your application form, providing any information you would like us to take into account with regard to your disability in order to offer a fair selection interview.

Where ever possible and reasonable we will make adjustments and offer alternatives to help you through the application and selection process.

If you have indicated that you have a disability on your application form you will be guaranteed an interview if you clearly demonstrate in your supporting evidence how you broadly meet the essential requirements of the role.

## Person Specification

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Essential Skills and Effectiveness:	Desirable Skills and Effectiveness:
<ol style="list-style-type: none"> <li>1. The ability to communicate effectively with a diverse range of people, especially children.</li> <li>2. Effective punctuality; good time management skills in order to carry out school crossing patrol duties.</li> <li>3. The ability to develop and maintain good and effective relationships with members of the public, schools and other official bodies.</li> <li>4. Ability to work within service and corporate policies.</li> <li>5. Basic computer skills.</li> </ol>	

Essential Knowledge:	Desirable Knowledge:
	<ol style="list-style-type: none"> <li>1. Understanding of roads and traffic.</li> <li>2. Experience of working with or within an environment where there are children.</li> <li>3. Experience of working within an environment where there is contact with members of the public.</li> </ol>

Essential Experience/Achievements:	Desirable Experience/Achievements:

Essential Qualifications/Professional Memberships:	Desirable Qualifications/Professional Memberships:
	4. Basic first aid.

<u>Essential – Other requirements of the job role</u>
<ul style="list-style-type: none"> <li>• Ability to carry out the physical requirements of the role (i.e. manual handling, outdoor working)</li> <li>• Ability to travel efficiently around the Bay in order to carry out duties</li> <li>• Ability to accommodate unsociable hours</li> <li>• Ability to accommodate occasional home-working</li> </ul>