



Job Description

Job Title	School Crossing Patrol Supervisor
Directorate	Neighbourhoods and Housing
Service Area	Highways and Transport
Grade	5
Competency Level	1
Salary	£28,770 - £33,024
Job Type	Hybrid
Location	Liverpool Citywide
Disclosure and barring service (DBS)	Enhanced – Child Barred List
Job Evaluation Ref No	

Job Purpose

To be responsible for the control and supervision of the School Crossing patrols. To take on the roles and responsibilities of an area supervisor. To assist in the assessment, procurement and delivery of the School Crossing programmes and policies and to provide quality, efficient and effective services, in accordance with the agreed aims of the City Council.

Directly Responsible For:

School Crossing Patrol Officers



Directly Responsible To:

Road Safety Coordinator

Main Areas of Responsibility:

- Participate in fully embracing and developing Corporate and Central Government initiatives, to enable the City Council to deliver its services with full public participation, within a politically aware, Best Value related culture.
- Assist in the assessment, procurement and delivery of School Crossing Service programmes and policies, to agreed budgets, timescales and standards, leading to the achievement of the Service targets, as directed.
- Assist and deputise for the Road Safety Coordinator when necessary.
- Co-ordinate training.
- Supervise and Monitor attendance and performance of School Crossing Patrol Officers.
- Monitor sickness and absence within the service and take action in accordance with the current policies.
- Prepare and submit monthly payroll returns, including travel expenses and relevant pay additions and deductions.
- Ensure, as far as is practicably possible, cover of all crossings via the use of patrols, standbys or other relevant personnel.
- Perform crossing duties, when necessary.
- Carry out Health and Safety Risk Assessments of crossing locations in line with agreed local Performance Indicator targets.
- Carry out Access Audits in line with Equalities requirements.
- Carry out Performance Appraisals and KIT meetings with reporting staff.
- Carry out training duties for new patrols and identify and meet the ongoing training needs of patrols.
- Monitor uniform and equipment stock levels.
- Report on complaints, accidents and traffic incidents and take appropriate action.



- Monitor the need for amendments to crossing provision.
- Maintain contact with local schools and relevant organisations.
- Assist in the delivery of other Highways Management services, commensurate with the grade, as directed by the Business Unit Manager.
- Support the planning of the development of existing and implementation of new procedures, systems and equipment to meet continuous improvement objectives and Best Value, as directed.
- Attend meetings, presentations, exhibitions etc when required as a representative for the Service and Portfolio.
- Assist in the promotion, marketing and image building of the Service.
- Ensure that School Crossing patrols follow all appropriate standards and procedures.

Supervision and Management Responsibility:

- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development.
- Manages performance and behavioural issues effectively.

Budget and Financial Responsibility:

- Ensuring that your work complies with all statutory requirements, Standing Orders and Financial Regulations of the City Council.
- Maintaining proper stewardship of the Council's assets and reporting any financial risks.
- Maintaining up to date financial records on the Corporate Finance System.
- To ensure line managers receive integrated performance and financial information about their service and bringing to their attention any material issues that might impact on the financial performance or financial management arrangements of the Council.



Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities.

Physical Demands of the Job:

- The role involves working outdoors
- The role includes working in adverse weather conditions
- Minimal manual handling of traffic signs may be required

Corporate Responsibility:

- Contribute to the delivery of the Council Plan.
- Delivering and promoting excellent customer service, externally and internally.
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.



The post holder will be required to demonstrate the ability to perform at competency level 1.

The competency framework can be found here.

<https://liverpool.gov.uk/media/1361774/competency-framework.pdf>

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility.



Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Possess or be working towards a formal qualification in a relevant technical discipline e.g. ONC / HNC / HND or relevant supervisory experience in road safety (A/I)

Desirable

- Awareness of traffic management and road safety design principles

Experience

Essential

- Experience of working in a road safety environment (A/I)
- Experience of working effectively in cooperation with a wide range of internal and external bodies (A/I)
- Experience of supervising staff (A/I)

Desirable

- Experience of recruiting and training staff



Skills/Abilities

Essential

- Good oral and written communication skills to be able to deal effectively with the School Crossing Patrols, plus local police, head teachers and colleagues (A/I)
- Ability to form effective and supportive relationships with people and develop rapport (A/I)
- Ability to work effectively under pressure (A/I)

Desirable

- Ability to plan, allocate and evaluate work programmes for self and others
- Good ICT skills and able to develop ICT solutions to improve productivity

Commitment

Essential

- Ensure the effective and efficient implementation of Council policies as relevant to this role and the achievement of the Council's objectives, including financial ones (A/I)
- Ensure effective and accessible communication with staff, service users, the general public and others as appropriate (A/I)
- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council (I)



Other

Essential

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level
- Able to attend evening Committee, public and other work-related meetings (A/I)

Desirable

- A modern approach to working recognising the need for flexibility and adaptation to change