

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| Job Title: | School Crossing Operative |
| HBC Grade: | **HBC 2** |
| Service: | **Enterprise, Community & Resources** |
| Division: | **Traffic** |

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| **Main Purpose of the Role** |
| Safely cross pedestrians at designated School Crossing Patrol Point during specified duty times. |

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| **Key Duties**  |
| **1** | Stop traffic and cross pedestrians by following safe working practices and in accordance with Health and Safety regulations, to ensure maximum safety for yourself, pedestrians and other road users.  |
| **2** | Maintain control over pedestrians and issue appropriate instructions to keep pedestrians safe whilst they are waiting to cross. |
| **3** | Report incidents, accidents and Health and Safety concerns or hazards to the Road Safety Co-ordinator as soon as possible. |
| **4** | Attend annual team meetings to receive compulsory annual refresher training. |
| **5** | Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job. |

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

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| **EDUCATION / QUALIFICATIONS** | **Essential**  | **Desirable**  | **How Identified**  |
| No qualifications needed | No qualifications needed | All essential qualification certificates must be presented at interview. |
| **Essential Criteria**  | **How Identified** (delete as appropriate for each criteria) |
| **EXPERIENCE** | No experience needed, full training provided | Interview  |
| **KNOWLEDGE**  |  |  |
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|  **SKILLS & ABILITIES**  | Good interpersonal skills to be able to deal with potentially difficult situations in a calm and professional manner. | Application / Interview  |
| Good communication skills to be able to organise groups of pedestrians and issue clear instructions. | Application / Interview |
| Ability to effectively apply Patrol training to safely cross pedestrians. | Application / Interview  |

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| **Desirable Criteria**  | **How Identified** (delete as appropriate for each criteria) |
| **EXPERIENCE** |  |  |
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| **KNOWLEDGE**  |  |  |
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|  **SKILLS & ABILITIES**  |  |  |
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| **Other Requirements** | **Essential**  | **Desirable**  | **How Identified**  |
| Required to work outdoors in all types of weather |  | Interview  |
| Satisfactory eyesight and hearing, (with glasses or hearing aid if needed). |  | Satisfactory Eyesight and Hearing Test |
| Required to attend annual refresher training/team meetings |  |  |

Please note: Front line posts with direct customer contact should include a statement detailing the spoken English language requirements of the post.

For office use only:

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| **Date Created:** |  |
| **Agreed by:** |  |

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.