

Role Profile

Part A - Grade & Structure Information

Job Family Code	1/2OS	Role Title	School Crossing Patrol Officer
Grade	PS1/2	Reports to (role title)	Safer Travel Team Manager
		Directorate	Highways, Transport & Environment
JE Band	98-113	Service	Strategic Transport Group
		Team	Road Safety and Active Travel Team
		Date Role Profile was created	29.08.2018

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	To ensure the safety of children and any other pedestrians crossing the road at a designated point between specified times on their way to and from school, without detriment to the welfare of the other road users by stopping traffic in a safe manner.
Work Context	<p>Ensure the road safety of the school children and other members of the public, including yourself, when stopping traffic on the highway.</p> <p>Wear the correct uniform and use the correct equipment provided to meet statutory requirements.</p> <p>Maintain control over children awaiting your instruction to cross the road in order to ensure they understand the importance of road safety.</p> <p>Report difficulties to your line manager at your school and have confidence and ability to deal with unexpected/difficult situations in an appropriate manner.</p> <p>Report and act as a witness to possible infringements of the law to the Police</p> <p>Act in accordance with the training given and the handbook provided in order to ensure the safety of others as well as yourself.</p> <p>Familiarise, uphold and promote the aims of the council's Equality and Diversity policies in the course of day-to-day work. Attend one annual training per year. Between specified times on their way to and from school, without detriment to the welfare of the other road users by stopping traffic in a safe manner.</p>
Line management responsibility if applicable	None
Budget responsibility if applicable	None

<p>Representative Accountabilities Typical accountabilities in roles at this level in this job family</p>	<p>Service delivery</p> <ul style="list-style-type: none"> • Carry out basic cleaning and cleaning tasks to leave the facility clean and tidy. • Carry out basic repair and/or maintenance duties as instructed. • Collect and use tools and equipment needed for given tasks, check they are safe and fit for use, keep in good condition and return on completion. <p>Planning and Organising</p> <ul style="list-style-type: none"> • Carrying out simple and repetitive tasks in accordance with defined standards and quality. <p>Work with others</p> <ul style="list-style-type: none"> • Answer simple queries politely and refer others. • Report any problems or incidents, e.g. breakdowns, deficiencies, to supervisor. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p> <p>To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
<p>Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics</p>	<ul style="list-style-type: none"> • Basic numeracy and literacy. • Ability to understand basic health and safety and hygiene and other relevant procedures. • Able to operate basic equipment. • Good listening skills and enthusiasm to learn. • Accuracy and ability to follow instructions. • Able to exchange basic information verbally or in writing. • May be required to undertake manual handling and physically demanding work.
<p>Details of the specific qualifications and/or experience if required for the role in line with the above description</p>	<ol style="list-style-type: none"> 1. Understanding of the highway code 2. Ability to assess traffic speeds 3. Ability to give clear and confident communications to both drivers and pedestrians, Good communication skills
<p>Role Summary</p>	<p>Roles at this level carry out basic preparation, catering, cleaning and maintenance tasks in a defined area using basic tools and equipment in support of the provision of an operational service. Tasks are generally straightforward within established routines and procedures and under regular or direct supervision. Work is typically to short deadlines on a daily basis.</p>

<p>Reference Number</p>	<p>BM-2022-574</p>
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