

# Job Description

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

**Your times of work -** Morning: (Site specific times during school run)  
Afternoon: (Site specific times during school run)

Your rate of pay is Scale C, starting at £9.36 per hour. Term time only. Plus holiday enhancement

## Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

### Role Details

Job Title:	SCHOOL CROSSING PATROL	JEID	G0005
Salary Grade:	GRADE C		
Team:	SCHOOL CROSSING PATROL SERVICE		
Division / Service:	TRAFFIC AND ROAD SAFETY		
Directorate:	COMMUNITIES		
Primary Location:			
Political Restriction	n/a		
Responsible to:	SCHOOL CROSSING PATROL SUPERVISOR		

### Role Purpose

To ensure the safety of children and adults crossing the road at a designated point, between specified times.

### Role Responsibilities

- Risk-assess the site before every duty.
- Maintain control over children / adults who are waiting to cross.
- Instruct children / adults as to when it is safe to cross the road.
- Assess the speed and flow of traffic.
- Make a judgement as to when it is safe to stop the traffic.
- Operate within national and local guidelines as identified in the School Crossing Patrol Handbook.
- To report any incidents / issues to the supervisor.

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## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

*Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).*

Essential Criteria	Assessed By:
• Effective verbal communication skills	A,I
• Ability to work without supervision	A,I
• Road user skills	A,I
• Be prepared to work in all weather conditions	I
• Demonstrate good community spirit	A,I
• Agile and mobile	I,T

Desirable Criteria	Assessed By:
• Previous experience of working with children	A,I

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and hazards that may be faced.

### Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities in accordance with all Warwickshire County Council policies, procedures and arrangements as specified for the post / role.

### Potential Hazards

The hazards ticked below are elements of the job that may need to be considered when applying for the role, as well as when completing a Work Health Assessment.

<input checked="" type="checkbox"/> Regular client contact	<input type="checkbox"/> Exposure to noise levels (above 80dbA)
<input checked="" type="checkbox"/> Lone working	<input type="checkbox"/> Working with waste or refuse
<input type="checkbox"/> Night working	<input type="checkbox"/> Food Handling
<input type="checkbox"/> Work at heights	<input type="checkbox"/> Manual handling tasks
<input type="checkbox"/> Working in confined spaces	<input type="checkbox"/> Electric work
<input type="checkbox"/> User of Display Screen Equipment (DSE)	<input type="checkbox"/> Contact with Latex
<input type="checkbox"/> Repetitive tasks	<input type="checkbox"/> Chemical / Dust / Fume Exposure (COSHH)
<input type="checkbox"/> Continual telephone use ( <i>call centre</i> )	<input type="checkbox"/> Working with vibrating tools / machinery