Job Description

Position Details

Position:	School Crossing Patroller
Directorate:	Neighbourhoods & Environment
Service:	Community Services
Position no:	Various
Grade:	1
Hours of work:	Various
Work style:	Service Based Worker – Various
DBS required:	**Enhanced Disclosure with Child Barred List**
Contact:	Melinda Powell, Traffic Safety Officer
Date:	June 2025

Politically Restricted? ☐ **Yes*** ☒ **No**

* The position is politically restricted within the provisions of the Local Government and Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990

About the Position

Reporting to:

The Traffic Safety Officer

Responsible for:

Ensuring the safety of children crossing the road at designated points between specified times.

Principal Accountabilities

1. To ensure the safe passage of children crossing the road and to maintain control over children who are awaiting your instruction to cross.

2. To wear the correct uniform and to use the equipment provided for the safety of yourself, children and all other members of the public, especially when stopping traffic on the highway.

3. To undertake any relevant / appropriate educational courses (usually on-line)

4. To be responsible for undertaking your duties in a way that safeguards and promotes the welfare of children, young people and adults at risk. You must bring issues of concern regarding the safety and welfare of children, young people and adults at risk to the attention of the Safeguarding Officer in your service as soon as you become aware of them.

General Accountabilities

1. To comply with the Council's Policy Statement on Health, Safety and Welfare at Work.

2. To positivity promote the Council's Strategic Equality Plan and ensure commitment to anti-discriminatory practice.

3. To demonstrate a commitment to ongoing personal development.

4. To adhere to data protection principles whilst undertaking your duties.

5. Undertake other duties that may be required of you, commensurate of your grade or general level of responsibility within the organisation.

This job description sets out the main responsibilities of the position at the date it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility.

Person Specification

Requirements	Essential (E) / Desirable (D)	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Qualifications		
N/A		
Experience		
Experience of working with children	D	I/A/PP
Experience of working within a School Crossing Patrol Environment	D	I/A/PP
Knowledge / Skills		
Knowledge/Skills	D	I/A/PP
Knowledge of basic Road Safety	E	I/A/PP
Personal Attributes		
Involves line manager/colleagues in setting and meeting targets	D	PP
Reorganises work when necessary	D	PP
Sees tasks through to completion whenever possible	D	PP
Seeks help if workload becomes unmanageable	D	PP
Uses initiative to report issues that arise that impact on others	E	I/PP
Special Working Conditions / Requirements		
A willingness to undertake onsite training and child protection courses	E	I/A/PP
Flexible working hours and a commitment to working term times	E	I/A/PP

Minimum Welsh Language Skill Requirements (Indicated with a tick (✓) below)	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Welsh Language Skills Level 0. Level 1-5 is desirable. Training is optional.	A/I/PP

For further information on the above please refer to the Welsh Language Skills Guidelines

Welsh language skills requirements beyond the minimum stated above e.g. fluent speaker / proficient writer will be outlined within the person specification under qualifications and skills.

Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework. In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and through the Council's performance coaching scheme.

Competencies – Delivering the Service	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Plans ahead, organises work in advance	P
Involves line manager / colleagues in setting and meeting targets	P
Reorganises work when necessary	P
Sees tasks through to completion whenever possible	P
Seeks help if workload becomes unmanageable	P
Uses initiative to report issues that arise that impact on others	A/I/PP

Competencies – Improvement and Change	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Is prepared to try new things & feedback results	PP
Understands that changes are needed if things are to be improved	PP
Finds new and creative ways of doing things better	PP
Actively seeks to develop own skills and knowledge	PP
Learns from mistakes & welcomes constructive feedback	PP

Competencies – Providing Excellent Customer Service	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Recognises the importance of high standards of customer service	PP
Is committed to providing an excellent service to all the citizens of Blaenau Gwent	PP/I
Understands the links between own professionalism and the possible impact on the Authority's image	PP/I
Has a professional attitude that sets an example to colleagues	PP
Takes pride in own work and that of colleagues	PP
Is respectful, courteous and helpful at all times	I

Competencies – Team working	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Reacts constructively to others' suggestions and requests	PP
Recognises potential value of others' opinions and actively seeks their contributions	PP
Asks for help when necessary	A/I/PP
Actively seeks to help others	PP
Is aware of the impact of own behaviour on others	PP

Competencies – Communicating	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Adapts content and style to help others understand	I/PP
Makes sure that people are regularly informed	PP
Uses appropriate language, gestures and tone when talking with others	PP
Checks others have understood & seeks advice when necessary	PP
Actively seeks to improve all forms of communication with others	PP
Communicates professionally by using formal channels appropriate to the situation	PP

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