Job Description and Person Specification

POST IDENTIFICATION

Post Title:	School Crossing Patrol
Job Evaluation ID:	0626EN
Grade:	4
Directorate:	Housing and Environment
Division:	Waste and Infrastructure
Section:	Transport Strategy and Road Safety
Location:	Various locations
Responsible to:	School Crossing Patrol Supervisor

JOB PURPOSE

Ensure safe crossing of all children and other pedestrians at a specific location going to and from school, ensuring their health and safety at all times.

KEY RESULT AREAS

Ensure the safety of children and pedestrians.
Dependable and reliable.
A regard for traffic awareness.
Carry out the Councils policy with regard to School Crossing Patrol Guidelines and Handbook.
Adhere to Health and Safety procedures.

DETAILED TASK PROFILE

Ensure visibility and safe passage for pedestrians at all times.
Responsible for providing information regarding changes of area patrolled which may require a risk assessment.
Duty to keep school and line manager informed of any absence.
Maintain public relations with parents and drivers.
Duty to wear uniform at all times supplied only by Caerphilly CBC to BSI standard.
Duty to exhibit SCP sign at all times whilst crossing members of the public.
Be punctual at all times.
Display ‘Green Cones’ as instructed only if school has been provided with them. Will involve small amount of manual handling.
Report any problems, ie confrontation with members of the public, inconsiderate parking etc to the line manager.
Undertake any training considered necessary for the post as required to include any training resulting from performance assessments.

KEY WORKING RELATIONSHIPS

Head Teacher and / or Secretary of the school, Council officers, pupils and a potentially a range of partner agencies i.e. Gwent Police and Councillors.
Road Safety Team.
CCBC Community Safety Wardens

VALUES AND BEHAVIOURS

Accountability

1. **Take responsibility for your work** – Own your decisions, tasks and outcomes.
2. **Deliver on your commitments** – Meet deadlines, honour promises and let your team know early if something might slip.
3. **Be honest about mistakes** – If you make an error, acknowledge it quickly and take action to fix it and learn from it.

Trust

1. **Be honest and transparent** – Communicate openly, tell the truth, and don't hide mistakes or important information.
2. **Act with integrity** – Do the right thing, even when no one is watching, and treat everyone with fairness and respect.
3. **Listen actively and respectfully** – Show that you value others' perspectives by giving your full attention, asking questions, and responding thoughtfully.

Respect

1. **Treat everyone with courtesy** – Act politely, use respectful language, and show kindness in your daily interactions.
2. **Value differences** – Show appreciation for diversity, different ideas and perspectives.
3. **Acknowledge contributions of others** – Give credit where it's due and show appreciation for efforts of others.

Honesty

1. **Communicate clearly and directly** – Be clear, concise and open with your language.
2. **Speak up about concerns or unethical behaviour** – Report issues respectfully and responsibly.
3. **Give honest feedback respectfully** – Share constructive feedback that's truthful, helpful, and aimed at improvement.

Working together

1. **Share information and ideas openly** – Keep colleagues in the loop, collaborate effectively and contribute knowledge that helps the organisation to succeed.
2. **Offer help and support** – Step in when others need a hand and offer your time and skills.
3. **Resolve conflicts constructively** – Address disagreements calmly, listen to all sides, and focus on solutions.
4. **Celebrate team successes** – Acknowledge wins and recognise the contributions of others.

RESPONSIBILITIES FOR STAFF

Post Titles, Numbers and Level of Accountability

No direct line management responsibility other than assisting in work familiarisation of colleagues and new recruits.

RESPONSIBILITIES FOR RESOURCES

Financial; Plant; Buildings or Equipment

School Crossing Patrol Uniform, Coat, Hat and SCP sign.

Data Systems

None.

WORKING ENVIRONMENT

- Kerbside location on a specific site within Caerphilly County Borough Council, not necessarily situated outside the school.
- Outside environment only.
- Working in inclement weather conditions unless school is closed.
- Possibility of changing location because of parked cars, road works etc.
- Distribute 'Green Cones' with aid of trolley provided. Small amount of manual handling.
- Risk of verbal abuse, inconsiderate drivers, icy conditions.

ADDITIONAL REQUIREMENTS

Politically Restricted:	No
Disclosure and Barring Service Check:	Enhanced
Barred List Check:	Children
Baseline Pre Employment Medical Assessment:	Yes
Registration:	No

ORGANISATIONAL RESPONSIBILITIES

Understands and demonstrates the principles of confidentiality.

Work within the policies and procedures of the Council including recognising the duty to protect vulnerable adults, children and young people.

Understands and demonstrates commitment to the Council's policies.

Demonstrate commitment to ongoing personal development.

The duties and responsibilities are difficult to define in detail and may vary from time to time without changing the general character of the duties or level of responsibilities entailed. The post-holder is therefore expected to undertake such other duties as may be requested provided the general character of the duties or level of responsibility does not change.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATION	No specific qualifications required	First Aid
KNOWLEDGE	Good understanding of road use and traffic awareness	Understanding of 'safeguarding' desirable, although training will be given
SKILLS	Punctual and reliable Ability to make decisions where appropriate Manual Handling skills where necessary (distribution of 'Green Cones') Good communication skills Ability to deal with challenging behaviour	Welsh language skills
EXPERIENCE		Previous experience of working with children and/or the public
OTHER	Ability to travel around the County Borough Ability and willingness to undertake training as required within the role	

HUMAN RESOURCES AUTHORISATION

HR OFFICER:	DATE:
Janine Harrington	28/11/2018