

JOB DESCRIPTION & PERSON SPECIFICATION

Group:	ENVIRONMENTAL SERVICES
Division:	Highways, Transportation and Strategic Projects
Section:	Road Safety Team
Sub Section:	
Post Title:	School Crossing Patrol
Vision Post Number:	
Grade:	2
Responsible to:	Road Safety Training Officer & Manager
Posts Reporting to this Post:	None
Team:	Road Safety Team
DBS Required Level:	Full Clearance
Location:	
Date of Description:	12 th July 2012

KEY OBJECTIVES

To contribute to the objectives of the Road Safety Team.

To ensure the safety of children crossing the road at a designated point or points on their journeys to and from school.

SPECIFIC RESPONSIBILITY

1. Maintain a high standard of operation at all times, working with the law and training procedures provided.
2. To undertake necessary training as delivered by the Road Safety Team.

3. To safely stop traffic on the roads on which you operate following the correct procedure, allowing safe passage of children across the roads.
4. To use all legally authorised uniform and equipment provided for the safety of you, children and all members of the public, when stopping traffic on the highway.
5. To report any incidents or problems, including offences committed by drivers of motor vehicles to the Road Safety Manager.
6. To read and familiarise yourself with the School Crossing Patrol Handbook and the most recent version of the Highway Code.
7. To operate hazard warning signs as appropriate.
8. To operate at pelican, puffin or toucan crossings, if required.
9. Arrive at agreed time and place of work, ready to promptly carry out duties.
10. To maintain a customer focussed approach, ensuring child safety remains paramount at all times.
11. To inform the Road Safety Team and Headteacher of the relevant school of any absences due to sickness or unavoidable absence.
12. To contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to the Road Safety Manager.

To carry out health and safety responsibilities in accordance with the Division's Health & Safety Responsibilities document.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

Protecting Children and Vulnerable Adults is a core responsibility of all staff. All safeguarding concerns should be reported to the Cwm Taf Multi-Agency Safeguarding Hub (MASH).

PERSON SPECIFICATION

This Person Specification sets out the knowledge and / or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/ Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

ATTRIBUTE	ESSENTIAL	DESIRABLE
KNOWLEDGE / EDUCATION	No formal qualifications required. Able to respond quickly, effectively and safely to situations. The applicant should have an understanding of the current Highway Code, and have the ability to keep themselves up to date on changes to this. Welsh Language Level 1 - All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to The Welsh Language Skills Guidance online www.rctcbc.gov.uk/WelshSkills.	Awareness of local traffic conditions. Welsh Language Level 2 to Level 5. For details on the levels please refer to The Welsh Language Skills Guidelines, which can be found in the Welsh Services section of the RCT Council Website.
EXPERIENCE	Interest in providing road safety for children.	Experience, in a working or domestic context, of being responsible for children.
COMPETENCIES		
Working with Others	Is willing to help others.	

Communicating Effectively	Speaks clearly. Is always polite and courteous.
Demonstrating Technical Ability	Knows how to use all of their equipment correctly. Keeps their equipment in good order ensuring that equipment is well maintained.
Working Safely	Remains aware of dangers/risks in the work environment. Always wears protective clothing and ensures that it is kept in a good order.
Being Committed and Reliable	Has a positive attitude towards completing any necessary tasks. Is honest and trustworthy.
SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS	*This post will require candidates to have satisfactory post offer clearances, and will be subject to Annual Health Surveillance for hearing and eye sight.