

Job Description

For Non-Streamlined Positions

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.

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 Supervisor	JEID	M0085
Salary Grade:	H		
Team:	Education and Development		
Service Area:	Traffic and Road Safety		
Primary Location:	Barrack Street, Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Team Leader		
Responsible for:	School Crossing Patrol Service		

Role Purpose

To manage the School Crossing Patrol service in designated area and undertake road safety education, training initiatives pertinent to the post to contribute to the safety and well-being of the community.

Role Responsibilities

Day to day management of approx 20 Patrols working remotely throughout the County in accordance with national guidelines
Establishment and dis-establishment of Patrol sites
Dealing with elected members, schools, community groups and members of the public.
Managing stock, ordering of equipment/uniforms.
Managing of devolved budget.
Disciplinary and HR issues with staff
Organising of seminars and training events
Appointment and recruitment of staff
Representation of department on regional school crossing patrol bodies

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:

Relevant degree or other qualification to Level 4 or a minimum of 3 years experience within specialist discipline	A, I
The ability to independently interpret and analyse varied and complex information/situations and to produce solutions over a medium term	A, I
The ability to communicate complicated or sensitive information with varied audiences in person and/or in writing	A, I, T
To be computer literate with the ability to operate a variety of programmes and databases	A, I, T
The ability to make frequent decisions and exercise initiative independently to fulfill the requirements of the role	A, I
The ability to work under a high degree of pressure including meeting unpredictable deadlines and dealing with conflicting demands	A, I
The ability to cope in situations where there is an emotional demand arising from the work undertaken	A, I
The ability and experience to contribute to policy development within the service area/wider organisation	A, I
Experience of managing a group of staff over more than one area of activity or workplace	A, I
Experience of being part of a team and contributing to other members goals/activities	A, I
The ability to travel throughout the County	A, I

Desirable Criteria

Assessed By:

Good working knowledge of the Highway Code	A, I
Experience of managing remote working staff	A, I
Politically sensitive with experience of working in a political environment	A, I
Experience of managing and monitoring budgets	A, I
Good organisational and administrative skills	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 the potential hazards and risks 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 for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input checked="" type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis	<input checked="" type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input checked="" type="checkbox"/> Working on/ or near a road	<input checked="" type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input checked="" type="checkbox"/> Undertaking repetitive tasks	<input checked="" type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	

