

# 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.

**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. 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               |      |       |
| Service Area:         | Traffic and Road Safety                      |      |       |
| Primary Location:     | Communities                                  |      |       |
| Political Restriction | This position is not politically restricted. |      |       |
| Responsible to:       | N/A  |      |       |
| Responsible for:      | 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.

## 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  | A, T |
| Satisfactory check through the Disclosure and Barring Service | D    |

### 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 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 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 type="checkbox"/> Restricted postural change – prolonged standing  |
| <input type="checkbox"/> Night work   | <input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching  |
| <input checked="" 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 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 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):  |   |