



# JOB DESCRIPTION (JD) AND EMPLOYEE SPECIFICATION (ES)

Standard Template

<b>JOB TITLE:</b>	School Crossing Patrol Warden		
<b>GRADE:</b> <b>JOB CODE:</b>	G3	<b>SERVICE AREA:</b>	Integrated facilities management
<b>REPORTS TO:</b>	Regional co-ordinator	<b>LOCATION:</b>	Various sites
<b>SPECIAL CONDITIONS:</b>	<ul style="list-style-type: none"> <li>• Due to the intrinsic nature of the work of a School Crossing Patrol Warden and the identifiable health and safety risks involved, this post falls within the exception to the statutory bar on requesting pre-employment health information. Therefore, there is a requirement to attend an occupational health appointment in order that a minimum health assessment may be undertaken for the role.</li> <li>• Completion of a DBS (Disclosure and Barring Service) check to ensure the safeguarding and promotion of welfare of children, young people and adults.</li> <li>• Work outdoors (Irrelevant of weather conditions)</li> <li>• To wear the PPE provided and use the road crossing warning sign provided at all times whilst on duty and ensure its safe keeping.</li> <li>• To communicate verbally with customers and provide advice and/or information in accurate spoken English.</li> </ul>		

## 1. Main purpose of the job role:

- To undertake duties in order to ensure the safe passage of pedestrians when crossing at a designated stretch of road.

## 2. Role specific duties and accountabilities:

- Arrive at the agreed time and place of work, ready to promptly carry out duties and leave at the agreed time.
- Ensure that the specified clothing issued is worn correctly whilst on duty and ensure only the correct equipment issued by the department is used.
- To maintain a customer focused approach at all times, ensuring child safety remains paramount at all times.
- Efficiently identify and manage the day to day road side hazards, variable traffic conditions and obstructions.
- Efficiently manage and control the behaviour of children at the school crossing patrol.

- Operate hazard warning lights, as required.
- Operate at pedestrian, pelican, puffin or toucan crossings, if required.
- Operate within the legislation prescribed for a School Crossing Patrol Warden.
- To work as part of a flexible team providing a high quality service to individuals, Schools and outside organisations.
- To ensure a high level of performance is maintained at all times.
- To independently and effectively deal with enquiries from all sources, including members of the public.
- To inform the relevant senior staff of all matters of concern arising within the scope of the post.

### **3. Corporate duties and accountabilities:**

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the post holder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision. Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.

<b>JOB TITLE: School Crossing Patrol Warden</b>		<b>GRADE: G3</b>
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	<b>WEIGHT CODE</b> shows relative importance Low=1 Medium=2 High=3
<b>Behaviours:</b> <i>refer to corporate behaviours document</i>		
<b>Professionalism</b> - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	I	3
<b>Leadership</b> - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	Not Applicable	
<b>Accountability</b> - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	I	3
<b>Transparency</b> - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	I	3
<b>Ethical</b> - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	I	3
<b>Abilities/Skills:</b> (refer to JE guidance document)		
An awareness of road safety/green cross code	I	3
Ability to supervise children	A/I	2
Ability to communicate effectively with Head teachers, children, parents and members of the public.	A/I	2
Respectful towards others	I	3
Ability to assess speed of traffic/stopping distances	I	3
Able to work unsupervised	A/I	3
Willing to do routine and repetitive work.	A/I	3
Effective in the face of setbacks, calm and patient when under pressure.	I	3
Able to show initiative and work pro-actively to ensure smooth operation of service.	I	3

The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post		I	3
<b>Knowledge/Experience:</b> specify type, level and qualitative (not quantitative required); if any.			
Evidence of continuous professional development (where applicable)			
<b>Qualification:</b> Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.			
Due to the intrinsic nature of the work of a School Crossing Patrol Warden and the identifiable health and safety risks involved in this post falls within the exception to the statutory bar on requesting pre-employment health information.			
You would be required to attend an occupational health appointment in order that a minimum health assessment may be undertaken for the role.			
<b>Other Essential Requirements</b>			
An awareness of, and commitment to, equality of opportunity		I	3
Awareness of, and commitment to, confidentiality and handling data		I	3
<b>Prepared by:</b>	Judy Burns	<b>Date:</b>	12.7.19