

## Job Description

Job title	School Crossing Patrol
Directorate	PLACE : Regeneration, Community and Culture
Division	Transport & Parking Service
Range	MPR 1
Reports to	Senior Road Safety Officer

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### Main purpose of the job:

To ensure the safety of children, and other pedestrians, crossing the road at a designated point between specified times. The discharge of these duties must not be to the detriment of the welfare of other road users.

Liaise with stakeholders in a way that promotes the [vision and values](#) of the Council.

### Accountabilities and outcomes:

- To carry out the Council's policy with regard to the SCP Service which includes Health and Safety Procedures and any associated training needs.
- To correctly use all uniform and equipment provided for the safety of yourself, children and all other members of the public, especially when stopping traffic on the Highway.
- Maintain control over pedestrians who are awaiting your instructions to cross. When pedestrians need to cross the road, the post holder will walk to the middle of the road and wait for a gap in traffic, before escorting the pedestrians across the road, in accordance with the legal requirements.
- Report any problems or difficulties to the Manager of the SCP Service. The post holder will report any concerns regarding children's behaviour to the appropriate person and/or highways defects, temporary road works or maintenance needs. The post holder may be required to write a report about any incidents, such as drivers failing to stop when required.
- The post holder will be required to use a STOP sign.
- The post holder will be required to communicate with members of the public and may be exposed to verbal abuse from parents and members of the public.
- There is a need for concentrated sensory attention in short periods.

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

## Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Development Framework.

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

## Organisation:

This role reports to the Senior Road Safety Officer.

The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

## Working Style:

FIXED - The post holder will be permanently based at [the agreed site location], although they may be expected to work at any location across Medway.

## Person Specification

All criteria at level A are considered essential unless stated otherwise.

### Qualifications

#### Level A

- Not applicable.

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### Knowledge

#### Level A

- Understanding of the Council's School Crossing Patrol Policy and Handbook, including the associated requirements and expectations, as set out.

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### Experience

#### Level A

- Demonstrable ability to understand written and verbal instructions and follow procedures.
- Demonstrable ability to use the equipment provided, including a STOP sign.
- There will be a requirement for the post holder to learn road safety procedures and training regarding road traffic verbal abuse and handling adverse incidents.

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### Skills

#### Level A

- To demonstrate periods of concentration up to one hour on tasks, such as the checking of documents or carrying out straightforward calculations.
- Where the tasks of the role require it, to demonstrate periods of sensory attention for up to one hour, for instance the need to be alert to traffic or the actions of pedestrians.
- Demonstrable ability to talk to colleagues, members of the public and others in an understandable way.
- Demonstrable ability to follow instructions related to the tasks required; with work being closely supervised.
- Demonstrable ability to carry out tasks which impact on the wellbeing of people, including assessing needs, implementing care/welfare, implementing regulations, providing guidance on internal procedures and interpreting policies and procedures to meet specific circumstances or problems.
- Demonstrable ability to explain straightforward tasks to others, where required.
- To be physically able to move on to and off the road whilst holding in one hand a STOP sign weighing up to 2 kilos in all weathers, and deal with emergency traffic situations as they relate to the crossing of pedestrians and themselves.

- The ability to operate switches, keys etc. on traffic light control boxes, pedestrian crossings and other equipment.
- To be able to see and hear unsafe traffic situations in all directions that may be out of their immediate vision.
- Demonstrable ability to solve simple problems and take action accordingly, whilst remaining punctual, reliable and assertive when fulfilling SCP duties.