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**1.**

**JOB TITLE**

**Job Title:**

School Crossing Patrol  
Officer

**Reports to:**

Appointed line manager at  
School/Sustainability Safer  
Travel Team

**Service:**

Sustainability Safer Travel Team  
Waste & Sustainability  
Environment & Infrastructure Directorate

**Date:**

1 March 2022

**2. JOB PURPOSE**

To ensure the safety of children and any other pedestrians crossing the road at a designated point between specified times on their way to and from school, without detriment to the welfare of the other road users by stopping traffic in a safe manner.

**3. PRINCIPAL ACCOUNTABILITIES:**

1. Carry out the County's policy with regards to the School Crossing Patrol Service, including Health and Safety procedures, in order to ensure the road safety of the school children and other members of the public, including self, when stopping traffic on the highway.
2. Wear the correct uniform and use the correct equipment provided to meet statutory requirements.
3. Maintain control over children awaiting your instruction to cross the road in order to ensure they understand the importance of road safety.
4. Report difficulties to your line manager at your school and have confidence and ability to deal with unexpected/difficult situations in an appropriate manner.
5. Report and act as a witness to possible infringements of the law to the Police

## **SCC – HAY JOB PROFILE**

6. Act in accordance with the training given and the handbook provided in order to ensure the safety of others as well as yourself.
7. Familiarise, uphold and promote the aims of the council's Equality and Diversity policies during day-to-day work.

### **4. WORK CONTEXT**

1. School Crossing Patrols will be required to successfully complete training provided by the Sustainability Team and to understand the handbook.
2. SCP's will usually work independently.
3. The work is outdoors and will be delivered in all types of weather.
4. Work location varies from site to site.
5. As SCP's are potentially of any age, school crossing patrols will encounter a range of behaviours and need to adhere to child/adult protection policies.
6. SCP's Line management and day-to-day contact will be with the administrative staff in the school office or appointed line manager.
7. Issues and queries may arise at the patrol site. SCP's need to be able to communicate clearly with a variety of people, and deal with any issues in an appropriate manner.
8. SCP's are required to attend an annual training seminar

### **5. DIMENSIONS**

**Financial:**  
Not Applicable

**Non-Financial:**  
Not Applicable

**SCC – HAY JOB PROFILE**

**6. PERSON SPECIFICATION**

**Education, Training and Work Qualifications**

O Level/GCSE English

**Knowledge**

An understanding of the Highway Code pertaining to School Crossing Patrols.

An understanding of road safety issues outside schools.

**Skills and Abilities**

1. Good communication skills
2. Ability to assess traffic speeds
3. Ability to give clear and confident communications to both drivers and pedestrians

**Relevant Experience**

Previous experience working with children

**Other Requirements**

1. Good sense of road safety
2. Professional approach
3. Enhanced Criminal Records Bureau clearance
4. Possession of good community spirit

**7. JOB PROFILE APPROVALS**

(Manager and Jobholder(s), if relevant, agree, sign and date the profile.)

**Jobholder .....**                      **Manager.....**

**Print Name.....**                      **Print Name.....**

**Date.....**                      **Date.....**

**8. GRADING DECISION**

(Depending on the grading process record the following)

**Grade:**  
SP 1/2

**J.E. Panel Ref:**

**Panel Date:**  
Feb 2009

