

JOB DESCRIPTION

Luton

TITLE: School Crossing Patrol

POST NO: R8092136050

DEPARTMENT: Place

DIVISION: Public Realm

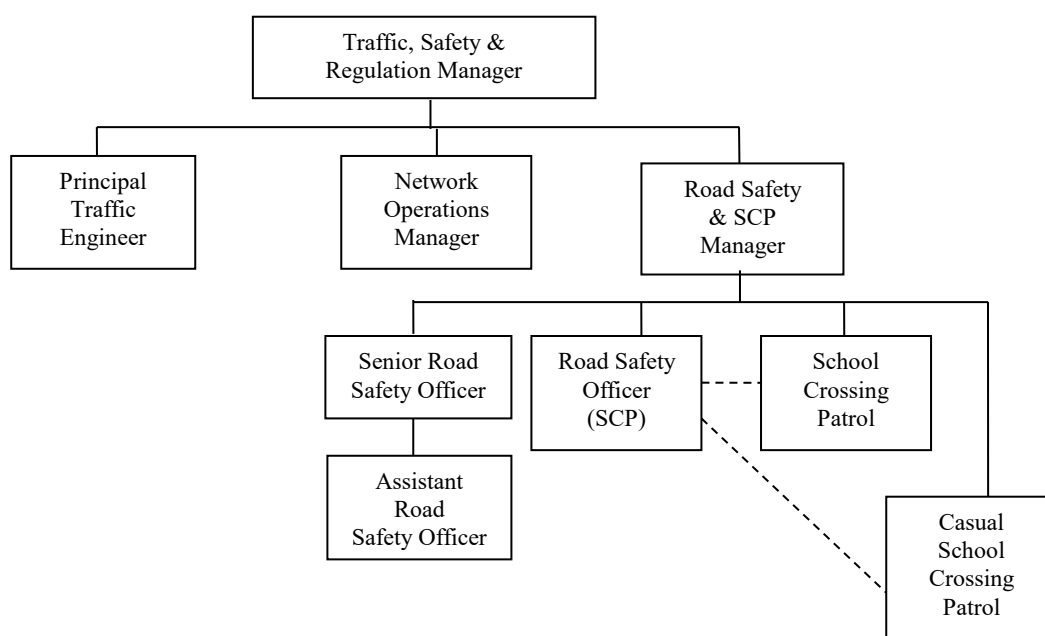
RESPONSIBLE TO: Road Safety & SCP Manager

GRADE: L1b point 8 – 11 Term Time Only

PURPOSE OF POST:

To ensure the safety of children and others crossing the road at a designated crossing point between prescribed times without detriment to the health and safety of all other road users.

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:

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- | | |
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| 1. Cross children and other pedestrians at the designated location during the full period of duty laid down and to accommodate any reasonable period which may subsequently be required. Operate the crossing in accordance with the procedures set down and to take requisite action in poor weather, during accidents, incidents at the site and any other emergency situations which may arise. | 98% |
| 2. Liase with the Authorities at any nearby schools so that variations may be made in crossing times and to cater for deviations in normal school hours. | 1% |
| 3. Inform the management of any changes in times or any matter which may lead to a danger arising for the pedestrians or any unsafe conditions at the site in general. Inform management as necessary when drivers fail to stop etc, as soon as possible near to time of incident. Liase with management and local Police if required. | 1% |

DIMENSIONS:

Supervisory Management:	N/A
Financial Resources:	N/A
Physical Resources:	Uniform and Pole
Physical Effort	Standing in all weather conditions for duration of duties twice per day. Holding pole outstretched in one hand and other arm extended during all periods in the road.
Working Environment	Working alone daily without any immediate support e.g. aggression or verbal abuse by drivers/pedestrians. Daily exposure to traffic fumes and noise

Other:

Postholders must wear the correct uniform and be able to carry and exhibit the approved sign. Postholder must maintain any uniform / equipment in a good condition. Any loss or defect will be reported to the management as soon as possible in accordance with School Crossing Patrol code of practice.

To be able to work in all conditions

Postholders will keep to the duty times and report any sickness/absence to the management prior to the time of duty to enable standby facilities to operate at the site.

In the event of an emergency it would be necessary for the postholder to cover a site other than their usual working location. This would be within a reasonable travelling distance of the usual site.

Postholders will work term-time only and should be prepared to take holidays only during school holiday period

CONTEXT:

The Road Safety Group is based within the Highway Services team of Public Realm division. The school crossing patrol team form part of this group. This team is spread over the whole of the Borough of Luton providing safe crossing facilities for

children both on the way to and on the way home from school, at various sites. The main support for this team is situated at the Town Hall.

All prospective personnel are required to be medically screened prior to appointment and undertake visual screening examination.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-over or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Person Specification SCHOOL CROSSING PATROL

This acts as selection criteria and gives an outline of the types of person /characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience			Some experience of working with the general public	1, 2
			Some experience of working with children	1, 2
Skills/Abilities				
C	Demonstrable communication skills -able to deal effectively with people, in particular, dealing with different age ranges	1, 2		
C	Able to use own initiative and work alone as well as part of a team	1, 2		
	Demonstrable ability to work to strict procedures and times without constant supervision	1, 2		
C	A demonstrable ability to recognise potential dangers / hazards involved in this role	1, 2		
	A demonstrable ability to take steps to ensure the safety of all crossing users	1, 2		
Equality Issues	Able to identify some types of discrimination that commonly exist	1, 2		
Specialist Knowledge				
Education and Training				

Other Requirements C	Able to stand for long periods and walk and move briskly in/out of the road in all weathers and have good vision and hearing with/without aids.	1, 2		
	Prepared to take holidays only during school holiday period	1, 2		
	Flexible approach and willing to change duty location when required (max 4 / year)	1, 2		
	Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English	1,2,3		

**(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification
5 = Practical Exercise)**

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998).