

Post title	School Crossing Patrol Guides
Division / Section	Planning and Transport
Department	Place
Responsible To	Transport Officer School Crossing Service/School Crossing Patrol Officer
Number of post holders	180
Acting up/ Secondment	No

Purpose of Job

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

MAJOR TASKS/JOB ACTIVITIES

To carry out the Council's policy with regard to the School Crossing Patrol service.

To use all uniform and equipment provided appropriately for the safety of the post holder, children and all other members of the public, especially when controlling traffic.

Maintain control of children waiting to cross.

Report any problems or difficulties to the manager of the School Crossing Patrol service.

Supervision and Management of People (Numbers and type of staff)

None

Creativity and Innovation

Minimal creativity nor innovation required.

Contacts and Relationships

Council Staff
Police Officers
Head Teachers
School children and general public

Decisions (Discretion)

The post holder will be required to use their judgement on the safest time to cross the road and decide when it is appropriate to inform relevant parties of any incidents which may occur.

Decisions (Consequences)

Maintain a safe crossing service and respond to and report incidents.

Resources

Uniform and safety equipment.

Environment – Work Demands

Maintain service and respond to any incidents. Working in live traffic.

Environment – Physical

Appropriate use of safety equipment.

Environment – Working conditions

Outdoor working environment. Exposure to inclement weather.

Environment – Work Context

Maintain service during adverse conditions.

Knowledge and Skills

Knowledge and understanding of Highway Code desirable, road safety training provided.

Satisfactory PVG/Disclosure Scotland check.

Health and Safety

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

Organisation Structure

(attach structure - specific to area of operation).