

## Kent County Council

### Job Description: *School Crossing Patrol*

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<b>Directorate:</b>	<b>Growth, Environment and Transport</b>
<b>Unit/Section:</b>	<b>Highways, Transportation and Waste</b>
<b>Grade:</b>	<b>KR2</b>
<b>Responsible to:</b>	<b>Safer Mobility Team Leader (locally line managed by the Head Teacher)</b>

#### **Purpose of the Job:**

To ensure the safety of pedestrians crossing the road at a designated School Crossing Patrol site between specified times of day. To ensure that traffic flows are not unnecessarily hindered whilst performing these duties.

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#### **Main duties and responsibilities:**

- To safely perform the operation of a School Crossing Patrol according to Kent County Councils' policies and procedures; including all Health and Safety and Child Safeguarding procedures.
- To correctly use the uniform and equipment, in accordance with the legal requirement, to ensure the safety of themselves, pedestrians, and drivers, including hazard warning lights where provided.
- Maintain control over pedestrians who are awaiting instructions to cross the road at a designated school crossing site, ensuring that they do not enter the road before traffic has been halted.
- To ensure that pedestrians are safely on the footway before indicating to traffic to proceed.
- Report any problems with the operation of the patrol and/or the highway environment that may be deemed a risk to the safe operation of the School Crossing Patrol e.g. vegetation, potholes and obstructions (including temporary road works).
- Monitor any incidents and inappropriate behavior at the site, reporting any issues as per Kent County Council's policy and procedures.
- To complete all practical on-site, online and attendance at facilitated training as required.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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### Person Specification: *School Crossing Patrol*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Level 1 in literacy</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of working with children and/or the public</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Punctual</li> <li>• Reliable</li> <li>• Assertive</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Good understanding of road use and traffic awareness</li> <li>• Understanding of the highway environment and related features e.g. signs, lines and other aspects of the Highway Code.</li> <li>• Computer literate and have email access</li> <li>• Basic safeguarding awareness.</li> </ul>
<b>BEHAVIOURS</b>	<p><b>Truth and judgement:</b></p> <ul style="list-style-type: none"> <li>• Be truthful, honest and realistic.</li> <li>• Open to new ideas and welcome challenge on how you do things</li> </ul> <p><b>Character and courage</b></p> <ul style="list-style-type: none"> <li>• Work to find positive solutions, be creative</li> <li>• Be proud of the work we do as one council, delivering positive outcomes</li> </ul> <p><b>Outcomes and delivery</b></p> <ul style="list-style-type: none"> <li>• Be clear of what has got to be achieved, keep the end goal in mind and share knowledge of best practice.</li> </ul> <p><b>People and partnerships</b></p> <ul style="list-style-type: none"> <li>• Team player and customer-focused at all times.</li> </ul> <p><b>Tools and professionalism</b></p> <ul style="list-style-type: none"> <li>• Speak and act professionally at all times and ensure that knowledge and skills are kept up to date</li> </ul>