

# Mobile School Crossing Patrol

## Grade 4

### **About the Service**

The School Crossing Patrol Service forms part of the Road Safety team within Highways & the Built County. The aim of the Service is to enable children and adults to travel easily and safely whilst on their journeys to and from school and is designated as a critical service.

The Service is overseen on a day-to-day basis by Area Managers who between them manage a team of more than 200 patrols and 8 mobile patrols across the county and is managed in line with national guidance issued by Road Safety GB.

School Crossing Patrol duties take place at designation crossing points in line with The Road Traffic Regulation Act 1984. The Act states that only a School Crossing Patrol appointed and trained by the local authority, wearing a uniform approved by the Secretary of State, and displaying a prescribed sign, can require drivers to stop.

### **Reporting Relationships**

**Responsible to:** Area Managers

**Responsible for:** N/A

### **Key Accountabilities:**

- Travel to various crossing locations around the county as instructed by the Area Manager, very often at short notice.
- Be available to take telephone calls from early morning and again in the middle of the day.
- Assist with the on-site training of new patrols as required.
- Occasionally assist the Area Manager with other duties, e.g., stock deliveries.
- Ensure the safety of pedestrians at a designated crossing point at specified times. These duties are to be carried out with due regard to the welfare of other road users
- Wear the uniform provided and operate with the patrol sign at all times

- Adhere to policies and procedures as set out in the School Crossing Patrol Handbook and delivered at Induction training
- Observe the Safeguarding of children as detailed in the Safeguarding guidance leaflet and delivered at training and report any concerns to the appropriate designated person
- Provide guidance and ensure safety to pedestrians who are waiting for your instructions to cross the road
- Report Fail to Stops to the Area Manager as soon as possible
- Be polite and courteous at all times to pedestrians and road users
- Report any problems or concerns to the Area Manager as soon as possible
- Attend training as and when required
- Comply with reasonable requests to temporarily cover other crossings or move to a different crossing in the vicinity if required
- Undertake such other duties as may be allocated from time to time in accordance with the general nature and grading of the post.

## Person Specification

### Qualifications/Professional membership

- Full driving licence with suitable business insurance

### Knowledge and Experience

- Good road sense and knowledge of the Highway Code
- Experience of working with children
- Drive, enthusiasm and flexibility
- Ability to display sound judgment and act on own initiative
- Ability to follow processes and procedures
- Basic computer skills an advantage

### Skills

- Effective communication skills
- Punctuality
- Reliability
- Willingness to work in all weather conditions
- Ability to route plan sometimes at short notice
- Confident

This post is designated as a Casual car user

**The content of this Job Description and Person Specification will be reviewed on a regular basis.**