

Job title Area Manager (School Crossing Patrol Service) Grade 8

Our Vision

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

Our Outcomes

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth
- Live in thriving and sustainable communities
- Be healthier and more independent for longer

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and the people of Staffordshire
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

About the Service

The aim of the School Crossing Patrol Service is to ensure that children and adults can travel easily and safely whilst on their journeys to and from school.

School Crossing Patrols (SCP) were established by the School Crossing Patrol Act 1953 and implemented through the School Crossing Patrol Order 1954. The

Road Traffic Regulation Act 1984 gave Local Authorities the power to appoint SCPs to help children cross the road on their route to or from school between the hours of 8:00am and 5:30pm. The Transport Act 2000, which came into force in 2001, amended the 1984 Regulations to permit Patrols to operate “at such times as the authority thinks fit”, and to stop traffic, to help all pedestrians to cross the road whether or not they are travelling to or from school.

Staffordshire County Council has managed the School Crossing Patrol (SCP) Service since 1993 following its transfer from Staffordshire Police.

The service operates at 250 sites across Staffordshire and sits within Highways and Built County.

Reporting Relationships

Responsible to: School Crossing Patrols Manager

Responsible for: School Crossing Patrols

Key Accountabilities:

- 1. Dynamic management and co-ordination of the SCP service for a designated geographical area – i.e. logistical allocation of staff and resources as required daily to meet operational priorities.**
- 2. Responsible for management of individual SCPs working at a large number of remote locations in a geographical location, including recruitment and training, the monitoring of performance standards, health & safety and welfare / wellbeing of team members, implementing individual risk assessments and the timely and effective management of absence.**
- 3. Due to the safety critical nature of the role, undertake regular site risk assessments of bespoke individual locations in accordance national guidance and resolve emergency incidents in a timely and appropriate manner.**
- 4. Investigate all reported accidents and other incidents and respond in person if required, including ‘Fail to Stop’ situations**

and submit detailed reports as appropriate to Staffordshire Police or as appropriate. This may include attendance in court.

- 5. Respond to all stakeholder enquiries / complaints and resolve frontline issues. Stakeholders will include Members, parents, pupils, head teachers, teachers, chair of governors and parish councillors.**
- 6. Ensure Safeguarding guidance is adhered to by all Patrols, deliver Safeguarding training sessions as required and investigate any potential breaches to ensure a safe and effective service.**
- 7. Liaise with Highways engineers, Staffordshire Police and Health, external contractors, and Safety teams on operational issues in relation to the safety of crossing locations.**
- 8. Maintain accurate, timely and secure records of Patrols and crossing points within appropriate digital systems, collating necessary data, and producing reports. To ensure the effective management of the service.**
- 9. Ensure adequate stock is maintained and provided for patrols and is securely stored at base and that an accurate inventory to maintained.**
- 10. Assist with Road Safety Initiatives by identifying schools which would benefit and encouraging those schools to take part. Deliver resources to these schools and support implementation of each scheme.**
- 11. Deputise for the SCP Manager when they are unavailable and make decisions as appropriate.**
- 12. It may be necessary on occasions for the post holder to work outside of normal office hours and travel throughout the county will be required.**

This post is designated as an Essential car user

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council objectives through:

Financial Management

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

People Management

Engaging with People Management policies and processes

Equalities

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

Delivering energy conservation practices in line with the Council's climate change strategy.

Health and Safety

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.

Safeguarding

Commitment to safeguarding and promoting the welfare of vulnerable groups.

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

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If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting
Talent & Resourcing Team 01785 278300