

ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE:	ECONOMY & ENVIRONMENT PROPERTY & HIGHWAYS
SECTION:	Facilitates Management Services
LOCATION:	VARIOUS
JOB TITLE:	SCHOOL CROSSING PATROLS
Grade:	Grade 3
Accountable to:	School Crossing Patrol Supervisor
Accountable for:	N/A
Hours of Duty:	AS SPECIFIED PER POINT LOCATION
Any Special Conditions of Service:	<p>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by R M B C</p> <p>Travelling expenses when applicable.</p> <p>Subject to enhanced Disclosure and Barring background check</p>

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATION CHART:



PURPOSE AND OBJECTIVES OF THE JOB

To assist children crossing the road safely when travelling to and from school and any adults wishing to cross the road during duty times. Other School Crossing Patrol Duties.

Control of Resources

Personnel: None

Financial: None

Equipment / Materials:

To be responsible for the upkeep (eg. reporting faults), cleanliness and safe use of the equipment issued including uniform, STOP sign and hazard warning light key (when supplied)

Health / Safety / Welfare:

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External):

To liaise with members of the general public and such other bodies or persons as may be necessary to facilitate duties as stated.

Responsibilities:

The postholder must:

- 1) Perform his/her duties in accordance with Rochdale Borough Council's Equality and Diversity Policy
- 2) Ensure that Rochdale Borough Council's commitment to public service orientation and care of our customers is provided.

Values and Behaviours

Approach the job at all times using the values set out in the Rochdale Way:

- Proud of the difference we make
- Passionate about the diversities of the Borough
- Pioneering and Open in our Approach

Be aware of and apply the Rochdale Way behaviours at all times.

Principal Duties:

- To control traffic at crossing point
- To control and assist children crossing over the road
- To assist any adult wishing to cross the road
- To operate hazard warning lights where installed
- To identify and notify any problems that may arise at the crossing point

Secondary Duties

- 1 To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
- 2 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by	N Mcilvenny _____	Date	2016 _____
Agreed by Postholder	_____	Date	_____
Supervisor	_____	Date	_____
Service Director	_____	Date	_____

**Rochdale Borough Council
Person Specification**

Service :	Economy and Environment – Highways and Property	Post:	School Crossing Patrols
Section :	Facilities Management	Post Number :	CSHECNM00012
Job Ref:	C13057	Grade:	3

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you. If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(a) Special Working Conditions		
1 Are you willing and able to work outdoors regardless of weather conditions?	E	AF & I
2 Please provide an example of how you demonstrate your honesty, reliability and punctuality?	E	AF & I
3 Are you willing and able to work term time.	E	AF & I
(b) Qualification and Experience		
1 Please provide details of your experience to communicate clearly and effectively with children, motorist, and members of the public.	E	AF & I
(c) Skills and Knowledge		
1 Please provide an example of your ability to deal with challenging situations.	E	AF & I
2 Please provide details of your ability to assist, children and adults in crossing the road.	E	AF & I
(d) Behaviours and Values		
1 Approach the job at all times using the values and behaviours set out in the Rochdale Way: <ul style="list-style-type: none"> • Proud of the difference we make • Passionate about the diversities of the Borough • Pioneering and Open in our Approach Please confirm you are willing to adhere to these values and behaviours.	E	AF & I
(e) Additional Special Working Conditions		
As the role of the School Crossing Patrol comes under the Road Traffic Act 1984 amended in 2000 you must be able to operate as shown below:	E	AF & I

School Crossing Patrols



Not ready to cross pedestrians



Barrier to stop pedestrians crossing



Ready to cross pedestrians, vehicles must be prepared to stop



All vehicles must stop

Please confirm you are able to meet these requirements.