

Job Description and Person Specification Profile

Job Title	School Crossing Patrol Co-ordinator
Job ID	F95
Service	Engineering Services
Grade	G
Reporting to	Traffic Services Manager

The Role

This role will manage the School Crossing Patrol team and it will support delivery of a number of council priorities including road safety and active travel.

Main Duties and Responsibilities include:

- To undertake the effective recruitment, induction, organisation, supervision, training and development of School Crossing Patrol staff in accordance with the council policies and procedures.
- To undertake appropriate risk assessments at School Crossing locations and ensure that School Crossing Patrollers have a full understanding of these.
- To develop, promote and deliver relevant road safety initiatives with a focus on the school community.
- To identify road safety issues, utilising relevant IT-based accident records, and propose and implement solutions.
- To undertake morning and afternoon spot checks at School Crossing points to ensure attendance and appropriate operation of the service.
- To maintain accurate records of all staff, School Crossing points.
- To order and issue Personal Protective Equipment.
- To assist in the provision of road safety advice and resources to educational and community based organisations.
- To liaise with both internal and external partners on road safety issues.
- The post holder must carry out his or her duties with full regard to the Councils Equal Opportunities policy.
- The post holder must carry out their duties with full regard to relevant health and safety policies.
- To perform any other duties that reasonably correspond to the general character of the post and are commensurate with its level of responsibility.
- The duties may vary from time to time without changing the nature of the post or the level of responsibility, and the post holder may also be required to carry out any other duties appropriate to the grading of the post.

About You

Your essential qualifications

- Full valid Current UK Driving Licence

Your essential skills, knowledge and experience

- Awareness of the aims, objectives and benefits of the School Crossing Patrol Service
- Experience of developing or delivering road safety initiatives.
- Ability to development and / or delivery training sessions.
- Supervisory management experience.
- Ability to effectively lead and motivate staff.
- Excellent communication skills – verbal and written.
- Strong interpersonal and influencing skills.
- Experience in the use of Microsoft word and excel.
- Ability to use a variety of Information Technology packages.
- Experience in financial monitoring or budget control.
- Excellent organisational skills.
- Ability to produce, present and interpret data.
- Ability to prioritise and organise tasks.
- Ability to work on own initiative or in collaboration with partners.
- Ability to effectively lead and motivate staff.
- Knowledge of general highway safety matters and traffic signs.
- Ability to develop and maintain good working relationships with partners.
- Ability to work in a professional manner and with integrity.
- Ability to prioritise work and budget.
- Receptive to new ideas: Willing to changes in working methods/arrangements.
- Experience of completing or reviewing Health and Safety site risk assessments.
- Ability to analyse problems and identify potential solutions.
- A full current driving licence is required.
- Ability to fulfil all spoken aspects of the role with confidence through the medium of English

If you have the following experience or qualifications – then that's great!

- Member of the institute of Road Safety Officers.
- BTEC Continuing Education Diploma in Accident & Safety Management.
- Knowledge of individual and organisational behaviour.

Our employees' skills, experience and knowledge are essential to our success along with their happiness, commitment, enthusiasm and motivation to be the best they can be.

What can you expect from us?

- A fair salary and benefits
- Flexible working arrangements
- Opportunities for good health and wellbeing
- Help you to grow, develop and to do your best
- Enable you to be creative and innovative
- Fully involve you in changes that affect you and your work
- Listen, and act on your ideas and feedback

Working together, we are proud to work for Tameside

Our **STRIVE** values underpin our practice and behaviours and are at the heart of everything that we do:

