Your job

Job Title: School Crossing Patrol

Service: Local Kitchen, Transport & Road Safety (LTRS)

Grade: 3

Reporting to: Area Supervisor

School Crossing Patrol (SCP) staff enable children, parents and other pedestrians to safely cross busy roads at designated times in the local community during the hectic school run periods.

The SCP service operate nearly 70 crossing points across the borough. The management team and SCP staff work hand in hand to ensure the entire service runs effectively each day. SCP staff provide cover at high priority crossing points during periods of staff absenteeism. You will be subject to an enhanced disclosure check.

You will operate in line with the council's Team Wigan Behaviours and values, which underpin the new era 'Progress with Unity' plan (2024) - an innovative movement for change for the next decade.

Mandatory Statement

The Council is committed to complying with European General Data Protection regulations (UKGDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's Directorate.

In this job you will:

In the next 12 months, you will:

- Complete all mandatory and essential training for the role.
- Receive training at SCP points where you are expected to provide cover during staff absenteeism.

On an ongoing basis you will:

- Enable the safe passage of children and other pedestrians across the road at a designated time and place in line with national guidelines and our School Crossing Patrol Handbook.
- Move to a higher priority crossing point as directed by a member of the Business Support team, to cover staff illness or absenteeism, and ensure the most dangerous roads are controlled.
- Report any incidents that occur at your SCP to your Area Supervisor in a timely manner.
- Report warning light faults, signage issues and poor road markings at your SCP to your Area Supervisor.
- Attend all mandatory staff engagement sessions, My Time interviews and training courses as directed by your Area Supervisor.
- Maintain issued uniform and stop sign in a manner which it can be lawfully used at a SCP when stopping traffic for the safety of yourself and other members of the public.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules.

In this job you will need:

You must be able to demonstrate the following essential requirements:

- Good vision and hearing with or without aids.
- Be able to carry out the physical aspects of this role and work in all weather conditions.
- Be punctual and reliable
- Ability to work alone with minimal supervision.
- Flexible and positive attitude to cover high priority crossing points when directed by the management team.
- Experience of working with and relating to children of all ages.
- Excellent communication and interpersonal skills.

- Be of smart appearance when representing Wigan Council and the SCP service.
- Be digitally confident.
- Constructive approach to continual training which increases your skill and expertise.
- Understand the LTRS management chain and ensure communication is timely, precise, and effective.

Our Culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

Be Positive	"Take pride in all that you do and support and develop yourself and others."
Be Accountable	"Be responsible for making things better, enabling change and supporting improvement."
Be Courageous	"Be open to doing things differently and working collaboratively with others."
Be Kind	"Be helpful, generous and thoughtful towards yourself and others."