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| <b>Directorate:</b>    | <b>Growth, Environment and Transport</b>                                |
| <b>Unit/Section:</b>   | <b>Highways, Transportation and Waste</b>                               |
| <b>Grade:</b>          | <b>KR3</b>                                                              |
| <b>Responsible to:</b> | <b>Safer Mobility Team Leader (local liaison with the Head Teacher)</b> |

**Purpose of the Job:**

To ensure the safety of pedestrians crossing the road at a designated School Crossing Patrol site between specified times of day. To ensure that traffic flows are not unnecessarily hindered whilst performing these duties.

**Main duties and responsibilities:**

- To safely perform the operation of a School Crossing Patrol according to Kent County Councils' policies and procedures; including all Health and Safety and Child Safeguarding procedures.
- To correctly use the uniform and equipment, in accordance with the legal requirement, to ensure the safety of themselves, pedestrians, and drivers, including hazard warning lights where provided.
- Maintain control over pedestrians who are awaiting instructions to cross the road at a designated school crossing site, ensuring that they do not enter the road before traffic has been halted.
- To ensure that pedestrians are safely on the footway before indicating to traffic to proceed.
- Report any problems with the operation of the patrol and/or the highway environment that may be deemed a risk to the safe operation of the School Crossing Patrol e.g. vegetation, potholes and obstructions (including temporary road works).
- Monitor any incidents and inappropriate behavior at the site, reporting any issues as per Kent County Council's policy and procedures.
- To complete all practical on-site, online and attendance at facilitated training as required.

This role is customer facing and KCC has a duty, under the Immigration Act 2016, to ensure that its employees in customer facing roles speak fluent English to an appropriate standard.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

## Kent County Council

### Person Specification: *School Crossing Patrol*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

|                                | <b>CRITERIA</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>QUALIFICATIONS</b>          | <ul style="list-style-type: none"> <li>• Level 1 in literacy</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>EXPERIENCE</b>              | <ul style="list-style-type: none"> <li>• Experience of working with children and/or the public</li> </ul>                                                                                                                                                                                                                                                                                                                                                                             |
| <b>SKILLS AND ABILITIES</b>    | <ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Fluency in English</li> <li>• Punctual</li> <li>• Reliable</li> <li>• Assertive</li> </ul>                                                                                                                                                                                                                                                                                                              |
| <b>KNOWLEDGE</b>               | <ul style="list-style-type: none"> <li>• Good understanding of road use and traffic awareness</li> <li>• Understanding of the highway environment and related features e.g. signs, lines and other aspects of the Highway Code.</li> <li>• Computer literate and have email access</li> <li>• Basic safeguarding awareness.</li> </ul>                                                                                                                                                |
| <b>KENT VALUES</b>             | <ul style="list-style-type: none"> <li>• We are brave. We do the right thing, we accept and offer challenge</li> <li>• We are curious to innovate and improve</li> <li>• We are compassionate, understanding, and respectful to all</li> <li>• We are strong together by sharing knowledge</li> <li>• We are all responsible for the difference we make</li> </ul>                                                                                                                    |
| <b>OUR CULTURAL ATTRIBUTES</b> | <ul style="list-style-type: none"> <li>• Compassionate &amp; inclusive</li> <li>• Working together – building and delivering for the best interests of KCC</li> <li>• Externally focused – residents, families and communities at the heart of decision making</li> <li>• Flexible/agile – willing to take (calculated) risks</li> <li>• Empowering – our people take accountability for their decisions and actions</li> <li>• Curious – constantly learning and evolving</li> </ul> |