

## Kent County Council

### Job Description: *School Crossing Patrol*

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<b>Directorate:</b>	<b>Growth, Environment and Transport</b>
<b>Unit/Section:</b>	<b>Highways and Transportation</b>
<b>Grade:</b>	<b>KR3</b>
<b>Responsible to:</b>	<b>Safer Active Journeys 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.

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.

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### 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 (or equivalent)</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>