



## APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk) or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

## **School Crossing Patrol Warden**

**Vacancy ID: 011654**

Salary: £4,427.16 Annually

Closing Date: 07-03-21

### **Benefits & Grade**

Grade C

### **Contract Details**

Temporary until 17/12/21, Term Time only + 2 PD days

### **Contract Hours**

10 hours 25 minutes per week, Monday to Friday

### **Disclosure**

The successful applicant will be subject to an Enhanced DBS check

### **Job Description**

Stockton-on-Tees Borough Council's Network Safety Team are looking to recruit a School Crossing Patrol Warden to operate on the A1027 Ring Road outside St John the Baptist Primary School.

The post involves helping children and parents across the road on their way to and from school each morning and afternoon during term time.

If you enjoy working outdoors, meeting people and would like to provide a valuable public service - then we want to hear from you.

An awareness of the Highway Code along with experience of working with children and young people would be advantageous, although not essential, as full training will be provided.

A full uniform including waterproof clothing will also be provided.


An online application form and further information is available from [www.stockton.gov.uk/jobs](http://www.stockton.gov.uk/jobs).

Please ensure you refer to the Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.

If you would like an informal discussion about the post, please contact Anthony Wilton, Principal Engineer on 01642 527311.

The application form is available in alternative formats from Xentrall Recruitment Services, tel: 01642 526992 or email [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk)

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		<b>JOB DESCRIPTION</b>	
<b>Directorate:</b>  Community Services and Transport		<b>Service Area:</b>  Highways, Transport and Design Services	
<b>JOB TITLE: School Crossing Patrol Warden</b>			
<b>GRADE: C</b>			
<b>REPORTING TO: Transport Strategy and Road Safety Manager</b>			
<b>1.</b>	<b>JOB SUMMARY:</b> To assist children and parents, on the way to and from school, across roads within the borough.		
<b>2.</b>	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>		
	1.	To be responsible to the Principal Engineer, Network Safety for the efficient and safe operation of crossings in the Stockton area, in accordance with the guidelines laid down in the Stockton Borough Council Patrol's Handbook	
	2.	To observe the requirements of the Highway Code when supervising children in your care and to enable pedestrians to cross the road in a safe and controlled manner.	
	3.	To be aware of the limitations on motorists of speeds and stopping distances, particularly in adverse weather conditions and to not impede unduly the free flow of traffic along the highway	
	4.	To be punctual in time keeping to ensure proper supervision of children on the crossing	
	5.	To take reasonable care of your own health and safety and co-operate with management, so far as necessary, to enable compliance with the Authorities health and safety rules and legislative requirements	
	6.	Be willing to operate at various sites across the Borough if required	
	7.	To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.	
	8.	To undertake such other duties and responsibilities commensurate with the grading and nature of the post	
	9.	To ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton-on-Tees Borough Council.	
<b>3. GENERAL</b>  <b>Job Evaluation</b> - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.  <b>Other Duties</b> - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.			

**Workforce Culture and supporting behaviours and Code of Conduct** – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

**Shaping a Brighter Future** – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

**Personal Development** – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

**Customer Services** – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

**Policies and Procedures** – The post holder is required to adhere to all Council Policies and Procedures.

**Health and Safety** – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

### PERSON SPECIFICATION

Job Title/Grade	School Crossing Patrol Warden	Grade C
Directorate / Service Area	Community Services and Transport	Highways, Transport and Design Services
Post Ref:	POS005138	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> <li>Candidates must have basic literacy and numeracy skills</li> </ul>		Application form
Experience		<ul style="list-style-type: none"> <li>Experience of working with children &amp; adults</li> <li>Previous experience of operating as a School Crossing Patroller</li> </ul>	Application / Interview
Knowledge & Skills	<ul style="list-style-type: none"> <li>Road sense</li> <li>Punctuality, reliability and flexibility</li> <li>Be able to handle and manoeuvre crossing patrol equipment</li> <li>Ability to work in all weather conditions</li> </ul>	<ul style="list-style-type: none"> <li>Awareness of health and safety</li> <li>Knowledge of the Highway Code</li> </ul>	Application / Interview
Specific behaviours relevant to the post	<ul style="list-style-type: none"> <li>Demonstrate the Council's Behaviours which underpin the Culture Statement.</li> <li>Ability to work alone</li> <li>Friendly and outgoing</li> <li>Good communicator</li> </ul>		Application / Interview

	<ul style="list-style-type: none"><li>• Smart appearance</li><li>• Ability to supervise children and adults</li><li>• Must be able to vary working hours to suit the needs of the service as required</li><li>• Must be willing to work at a variety of sites within the Borough if required</li><li>• Must be able and willing to work outdoors in all weather conditions</li><li>• To be able to take holidays during school holiday periods</li></ul>		
Other requirements	<ul style="list-style-type: none"><li>• Must be fit and active</li><li>• Able to stand at the roadside for periods of time</li><li>• Good standard of health</li><li>• Good eyesight (with the aid of glasses if worn)</li></ul>		Application/Interview

**Person Specification dated 16/9/2020**

## **Conditions of Service**

### **General**

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

### **Office Hours**

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

### **Annual Leave**

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

### **Sick Pay**

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

### **Pension**

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

### **Medical Examination**

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

### **Probation**

New entrants to Local Government will be required to complete a six month probationary period.

### **Equal Opportunities**

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

### **Job Sharing**

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

### **Payment of Salaries**

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

### **Smoking Policy**

The Council operates a No Smoking Policy.

### **Politically Restricted Posts**

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of

a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

**Rehabilitation of Offenders Act 1974**

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.