

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Community Services & Transport		Service Area: Catering & Building Cleaning	
JOB TITLE: School Crossing Patrol Warden			
GRADE: C			
REPORTING TO: Catering Service Manager			
1.	JOB SUMMARY: To assist children and parents, on the way to and from school, across roads within the borough.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	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	To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.	
	7	To undertake such other duties and responsibilities commensurate with the grading and nature of the post.	
	8	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.	

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade of the job using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - 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.

	Name:	Signature:	Date
Job Description written by: (Manager)			
Job Description agreed by: (Post holder)



PERSON SPECIFICATION

Job Title/Grade	School Crossing Patrol Warden	C
Directorate / Service Area	Community Services & Transport	Catering & Building Cleaning
Post Ref:		

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	Basic Literacy and Numeracy skills		Application form
Experience	Road sense Able to handle and manoeuvre crossing patrol equipment	Awareness of health and safety Knowledge of the Highway Code Previous experience of working with children	Application / Interview

Knowledge & Skills	<p>Ability to work alone</p> <p>Ability to supervise children and adults</p>		Application / Interview
Specific behaviours relevant to the post	<p>Punctuality and reliability</p> <p>Able to vary working hours to suit the needs of the service as required.</p> <p>Willing to work at a variety of sites within the Borough if required</p> <p>Ability to work outdoors in all weather conditions</p> <p>Friendly and outgoing</p> <p>Good communicator</p> <p>Smart appearance</p> <p>Fit and active with a good standard of health</p> <p>Able to stand at the roadside for periods of time</p> <p>Good eyesight (with the aid of glasses if worn)</p>		Application / Interview
Other requirements	<p>Able to take holidays during school holiday periods</p>		Application/Interview

Person Specification dated July 2021