

# LANCASHIRE COUNTY COUNCIL

<b>Job Description Post of School Crossing Patrol</b>				
<b>Directorate/ DSO</b>	Highways		<b>Location</b>	Home based
<b>Unit/team</b>	School Crossing Patrols		<b>Post number</b>	SCP / FP / 03
<b>Grade</b>	FLW (001) £9.50 per hour		<b>Designated Line Manager</b>	Area Organiser
<b>Staff responsibility</b>	<b>N</b>	<b>Number of staff directly supervised</b>	<b>Which business plan incorporates this post? Operations and Business Development</b>	
<p><b>Core values and job purpose</b></p> <p>To represent excellence in service provision through dedication to efficiency, quality, partnership and customer care.</p> <p>Ensure the safety of children and adults crossing the road at a designated point between specified times.</p>				
<p><b>Core tasks (normally 6 but exceptionally up to 10)</b></p> <ol style="list-style-type: none"> <li>1. To perform school crossing patrol duties as instructed at the point and at the times specified.</li> <li>2. To operate hazard warning lights where installed.</li> <li>3. To report inability to perform duties through sickness or other reason at least one hour before the starting time.</li> <li>4. To use all uniform and equipment provided for the safety of yourself, children and all other members of the public, especially when stopping traffic on the highway. To report any loss or defects.</li> <li>5. To maintain control over children awaiting instructions to cross.</li> <li>6. To report any accidents involving yourself, road traffic accidents at or close to the duty point, or untoward incidents which could affect the safety of children in your care. Eg. Failure to stop by a highway user.</li> </ol>				
Prepared by: G. Purcell. Operations Manager			Date: 26 <sup>th</sup> March 2021	

**COMMENSURATE STATEMENT:** In exceptional circumstances, the Postholder will be required to undertake other duties and responsibilities of a similar grade and nature in order to support workload peaks and resources and skill shortages, ensuring priorities are met. This will be sensitive to available resources and individual skills and will generally be within the same Service Area.

**EQUAL OPPORTUNITIES:** The County Council is committed to achieving equality of opportunity both in the delivery of services to the community and its employment arrangements. We expect all employees to understand and promote our policies in their work.

**HEALTH & SAFETY:** All employees have a responsibility for their own health & safety and that of others while undertaking their duties. Employees have a general duty to assist the County Council in implementing its general statement on health & safety policy.

Name of Post Holder (please print): .....

Post Holder	Line Manager	Deputy Director (Operations & Business Development)
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Date Agreed

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**LANCASHIRE COUNTY COUNCIL**

<b>Person Specification Form</b>		
<b>Job Title</b> <b>SCHOOL CROSSING PATROL</b>	<b>FLW (001)</b> £9.50p.per hour	
<b>Directorate/DSO</b> Highways	<b>Post number</b>  SCP / FP / 03	
<b>Unit/team</b>		
<b>Requirements</b> <b>(on the basis of the job description)</b>	<b>Essential (E)</b> <b>or</b> <b>Desirable (D)</b>	<b>To be identified</b> <b>by: application</b> <b>form (AF),</b> <b>interview (I),</b> <b>test (T),</b> <b>other (specify)</b>
<b>Qualifications</b> Literacy and numeracy	D	(AF) (I)
<b>Experience</b>		
Working with Children	D	(AF) (I)
Driving Experience	D	(AF) (I)
<b>Knowledge/skills/abilities</b>		
Good eye sight, Hearing	E	(Medical)
<b>Other (include special requirements)</b>		
Commitment to Equality & Diversity	E	AF, I
Commitment to Health & Safety	E	AF, I
<b>Prepared by: G. Purcell Operations Manager</b> <span style="float: right;"><b>Date: 26<sup>th</sup> March 2021</b></span>		
<b>Note:</b> We will always consider references before confirming an offer in writing.		