**Job Description**

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| **Directorate:** | Highways | | |
| **Service:** | School Crossing Patrols | | |
| **Location:** | St Mary and St Benedict's RC Primary School | | |
| **Salary range:** | £12.60 per hour | **Grade:** | FLW |
| **Reports to:** | Area Organiser | **Staff responsible for:** | None |

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| **Job purpose and scope** |
| To represent excellence in service provision through dedication to efficiency, quality, partnership and customer care.  Ensure the safety of children and adults crossing the road at a designated point between specified times. |

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| **Accountabilities/Responsibilities** |
| 1. To perform school crossing patrol duties as instructed at the point and at the times specified.  2. To operate hazard warning lights where installed.  3. To report inability to perform duties through sickness or other reason at least one hour before  the starting time.  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.  5. To maintain control over children awaiting instructions to cross.  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. |

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| **Other** |
| * **Equal Opportunities**   We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.   * **Health and safety**   All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.   * **Customer Focused**   We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.   * **Safeguarding Commitment**   We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.   * **Skills Pledge**   We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and numeracy if they do not have one already. |

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| **Our Values** |
| **We expect all our employees to demonstrate and promote our values:**   * **Supportive**   We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.   * **Innovative**   We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.   * **Respectful**   We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.   * **Collaborative**   We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone. |

**Person Specification**

All the following requirements are essential unless otherwise indicated by \*

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

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| **Qualifications** |
| * Literacy and numeracy\* |
| **Experience** |
| * Working with children\* * Driving experience\* |
| **Essential knowledge, skills & abilities** |
| * Good eye sight and hearing |
| **Other essential requirements** |
| * Commitment to equality and diversity. |
| * Commitment to health and safety. |
| * Display the LCC values and behaviours at all times and actively promote them in others. |