

## LANCASHIRE COUNTY COUNCIL

Job Description Post of School Crossing Patrol			
<b>Directorate/ DSO</b>	Highways and Transport	<b>Location</b>	Longridge
<b>Service</b>	School Crossing Patrol	<b>Post number</b>	F-174-0055
<b>Grade</b>	FLW (001) £12.60 per hour	<b>Designated Line Manager</b>	Area Organiser
<b>Staff responsibility</b>	<b>N</b>		<b>Which business plan incorporates this post? Highways Network Management</b>
<p><b>Core values and job purpose</b></p> <p>To represent Lancashire County Council and provide 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 for a minimum of 5 hours per week, as instructed, and at your designated point at the times specified.</li> <li>2. To operate hazard warning lights, where installed and manually operated.</li> <li>3. To report absence through sickness or other reason at least one hour before the starting time.</li> <li>4. To use all uniform/PPE 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 to the Area Organiser.</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 crossing point, or untoward incidents which could affect the safety of children in your care. E.g. Failure by a driver to stop as instructed, verbal abuse.</li> </ol>			
<b>Prepared by: J. Knight. School Crossing Patrol Manager</b>		<b>Date: 06<sup>th</sup> October 2025</b>	

## 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**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

## 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.

**PLEASE NOTE THAT THIS IS A TERM TIME POSITION, AND ALL LEAVE AND PERSONAL APPOINTMENTS MUST BE MADE OUTSIDE OF THE CROSSING PATROL TIMES.**

**LANCASHIRE COUNTY COUNCIL**

**Person Specification Form**

<b>Job Title</b> SCHOOL CROSSING PATROL	<b>FLW (001)</b> £12.60p per hour	
<b>Directorate/DSO</b> Highways and Transport	<b>Post number</b>	
<b>Unit/team</b>		
<b>Requirements (on the basis of the job description)</b>	<b>Essential (E) or Desirable (D)</b>	<b>To be identified by: application form (AF), interview (I), test (T), 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>		
Basic knowledge of local area applying for.	D	(AF)
<b>Other (include special requirements)</b>		
Commitment to Equality & Diversity	E	AF, I
Commitment to Health & Safety	E	AF, I

**Prepared by: J. Knight School Crossing Patrols Manager**      **Date: 06<sup>th</sup> October 2025**

**Note:** We will always consider references before confirming an offer in writing.

**Employment will only commence once an enhanced DBS check is completed, references are approved and a medical passed.**