



Saint Michael Catholic Primary School
Feltham Hill Road
Ashford
Middlesex
01784 25 33 33



SCHOOL CROSSING PATROL OFFICER

Required: September 2017

Surrey pay band SP1/2 (£15,189 - £15,856 FTE)

Part-time and Permanent
Monday to Friday, term time only
7.45am to 9.15 am
and
3.00pm to 3.45pm

JOB REFERENCE: SPC0917

You are warmly welcomed to visit the school. Please contact Mrs N. Twose (School Business Manager) to arrange a convenient time on 01784 253 333 or info@st-michaels.surrey.sch.uk

Application forms and further information are available from the school – please e-mail Mrs N. Twose info@st-michaels.surrey.sch.uk

Closing date: 30th June 2017

Shortlisting & Interviews: week beginning 3rd July 2017

St Michael Catholic Primary School is committed to safeguarding children and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Checks with past employers and DBS checks are required for all posts. We expect all staff to sign a Catholic Education Service contract of employment.

1. JOB TITLE

Job Title:

School Crossing Patrol
Officer

Reports to:

Appointed line manager at
School/Sustainability
Community Engagement
Team

Service:

Sustainability Community Engagement Team
Waste & Sustainability

Date: June 2016

2. JOB PURPOSE

To ensure the safety of children and any other pedestrians crossing the road at a designated point between specified times on their way to and from school, without detriment to the welfare of the other road users by stopping traffic in a safe manner.

3. PRINCIPAL ACCOUNTABILITIES:

1. Carry out the County's policy with regards to the School Crossing Patrol Service, including Health and Safety procedures, in order to ensure the road safety of the school children and other members of the public, including self, when stopping traffic on the highway.
2. Wear the correct uniform and use the correct equipment provided to meet statutory requirements.
3. Maintain control over children awaiting your instruction to cross the road in order to ensure they understand the importance of road safety.
4. Report difficulties to your line manager at your school and have confidence and ability to deal with unexpected/difficult situations in an appropriate manner.
5. Report and act as a witness to possible infringements of the law to the Police
6. Act in accordance with the training given and the handbook provided in order to ensure the safety of others as well as yourself.
7. Familiarise, uphold and promote the aims of the council's Equality and Diversity policies in the course of day-to-day work.

4. WORK CONTEXT

1. School Crossing Patrols will be required to successfully complete training provided by the Sustainability Team and to have an understanding of the handbook.
2. SCP's will usually work independently.
3. The work is outdoors, and will be delivered in all types of weather.
4. Work location varies from site to site.
5. As SCP's are potentially of any age, school crossing patrols will encounter a range of behaviours and need to adhere to child/adult protection policies.
6. SCP's Line management and day-to-day contact will be with the administrative staff in the office or appointed line manager.
7. Issues and queries may arise at the patrol site. SCP's need to be able to communicate clearly with a variety of people, and deal with any issues in an appropriate manner.
8. SCP's are required to attend an annual training seminar

5. DIMENSIONS

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Financial:

Not Applicable

Non-Financial:

Not Applicable

6. PERSON SPECIFICATION

Education, Training and Work Qualifications

O Level/GCSE English

Knowledge

An understanding of the Highway Code pertaining to School Crossing Patrols.

An understanding of road safety issues outside schools.

Skills and Abilities

1. Good communication skills
2. Ability to assess traffic speeds
3. Ability to give clear and confident communications to both drivers and pedestrians

Relevant Experience

Previous experience working with children

Other Requirements

1. Good sense of road safety
2. Professional approach
3. Criminal Records Bureau clearance
4. Possession of good community spirit