

City Operations – Highways

Job Description

Post:	School Crossing Patrol Warden	Grade:	2
Division:	City Operations - Highways	Section:	School Crossings

1. Job Purpose

To assist at places where children/adult's cross roads on their way to and from school during the prescribed hours ensuring their safe passage. You will be working outdoors in all types of weather. The duties are term time only, therefore all leave is taken in school holidays.

2. Duties & Responsibilities

- To control traffic and assist children across roads safely on their way to and from school. You will also be crossing adult pedestrians.
- To be responsible for switching on/off traffic hazard warning lights where applicable.
- To carry and display where applicable an authorised sign in the manner described by law and to perform your duties within the legislation prescribed for a School Crossing Patrol Warden.
- To report problems and difficulties encountered on the crossing to a supervisor as soon as it is reasonably practicable.
- To ensure that the specified clothing issued is worn correctly while on duty and ensure only the correct uniform/equipment issued by the service is used for the safety of yourself, children and other members of the public, especially when stopping traffic on the highway.
- To maintain control over pedestrians who are waiting your instruction to cross.
- To safely stop traffic on the roads on which you operate following the correct procedure, allowing safe passage of children/adults across the roads.
- To cover other sites as and when required. (The request on our part would be reasonable)
- To maintain a customer focussed approach, ensuring child safety always remains paramount.
- To carry out the Council's policy with regard to the School Crossing Service, which includes Health & Safety procedures.
- To read and familiarise yourself with the school crossing handbook.
- Arrive at agreed time and place of work, ready to promptly carry out duties.
- Must be prepared to undertake any training as and when required.

3. WORKING CONDITIONS

- You will be working outdoors in all types of weather.
- You are required to be agile and able to stand for long periods and to be able to walk and move briskly in/out of the road.
- Wear the legally required uniform whilst on duty.
- Carry and control a school crossing patrol sign using the correct procedure.

4. Other

- Have good vision and hearing with/without aids.
- Prepared to take holidays only during school holiday period

5. Mobile Wardens

- A car mileage allowance will be provided.
- A suitably insured and taxed vehicle is required (Mobile Wardens only)
- Mobile Wardens will also require a home or mobile phone number.
- Need to be available each and every day of school term time.

6. Supervision Received

- Supervised by The School Crossings Supervisor.
- Lone working within the established guidelines subject to regular site visits by the School Crossing Supervisor.

7. Special Conditions

- This vacancy is exempt from the Rehabilitation of Offenders Act.
- Enhanced DBS (Disclosure and Barring Service) check will be undertaken.
- You will have contact with parents and other members of the public; schoolchildren; head teachers; school personnel; Police, managers and staff within Birmingham City Council.
- Pre-employment Health assessment.

"Right to work in the UK documentation will be fully checked for all applicants. All non UK and EU applicants are required to apply for a certificate of sponsorship from Birmingham City Council and must be approved by the UKBA before any employment offer can be confirmed."

"Safeguarding" Birmingham City Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

Observance of the **City Council's Equal Opportunities Policy** will be required.

Person Specification

Post: School Crossing Patrol Warden

Grade: 2

Division: City Operations - Highways

Section: School Crossings

Method of Assessment (M.O.A.) A.F = Application Form
I = Interview
D = Desirable

CRITERIA	ESSENTIAL	Desirable	M.O.A
Experience (Relevant work and other experience)	Training will be given.	Experience of working with children	AF/I/D
		Experience working with the general public	AF/I/D
Skills & Ability e.g. Verbal communication, dealing with the public etc.	1. Ability to verbally communicate effectively to a range of people in a range of situations.		AF/I
	2. Ability to demonstrate an understanding of good customer service.		AF/I
	3. Ability to work flexibly as part of a team, providing cover as and when required, ensuring continuity of service.		AF/I
	4. Ability to follow instructions and work to specific work guidelines/procedures.		AAFF/I
	5. Ability to use initiative with a pro-active approach to tasks to ensure customer needs are met.		
	6. Ability to solve problems whilst maintaining guidelines/procedures that have an end benefit to both the client/customer and the organisation.		AF/I
	7. Ability to perform a variety of roles/functions including the execution of practical duties.		AF/I
Good Customer Service/Personal Competencies	1. Reliable 2. Good time keeping 3. Patient 4. Friendly manner 5. Flexible in approach to work 6. Ability to follow instruction 7. Good communication skills 8. Honest 9. Responsible 10. People person		AF/I

Training	Willing to undertake any training relevant to the role.		AF/I
Education/Qualifications NB: Full regard must be paid to overseas qualification	N/A		
Other	<p>Must be prepared to wear the uniform provided and take annual leave in school holidays.</p> <p>Must be committed to safeguarding children, young adults and vulnerable adults</p>		<p>AF/I</p> <p>AF/1</p>

All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.