

# Job Description and Person Specification



## Job Description

<b>Job Title</b>	School Crossing Patrol
<b>Grade</b>	2
<b>Service</b>	Traffic and Network Management
<b>Reports to</b>	Senior Travel Safety Officer
<b>Location</b>	One Friargate
<b>Job Evaluation Code</b>	A6120



## About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**Our Values:** We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



## About the Service your team will provide

Each day, rain or shine, thousands of children in Coventry cross the road with a School Crossing Patrol on their journeys to and from school. Patrols operate at many locations in the city, and they are sited to ensure that the children and their parents can travel to school more safely.

This job role is to operate at an approved School Crossing Patrol site, helping children and parents safer.

## Main Duties & Key Accountabilities

1. To control and direct traffic at the crossing site, in accordance with agreed procedures.
2. To instruct and control children at the crossing site, in accordance with agreed procedures.
3. To build and maintain effective working relationships with colleagues, teachers, parents, children and members of the public.
4. To identify hazards that affect the safe operation of the crossing and notify the Supervisor accordingly.
5. Any other duties and responsibilities within the range of the salary grade.

## Key relationships

<b>External:</b> Children and parents using the site School staff including admin staff and the Headteacher Drivers	<b>Internal</b> Senior Travel Safety Officer (Line Management)
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## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

Staff managed by postholder:

N/A

## Person specification

<b>Job Evaluation Code</b>	C6765D
<b>Knowledge:</b>	
<ul style="list-style-type: none"> <li>• A general road sense and awareness of dangers.</li> </ul>	
<ul style="list-style-type: none"> <li>• An understanding of the importance of road safety and of the role of the School Crossing Patrol.</li> </ul>	
<ul style="list-style-type: none"> <li>• An awareness of Equal Opportunity issues.</li> </ul>	
<b>Skills and Abilities:</b>	
<ul style="list-style-type: none"> <li>• Ability to supervise children.</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to communicate with colleagues, teachers, parents, children and members of the public, providing a good level of customer service too.</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to direct motorists to stop.</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to wear a uniform.</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to work outside in all weather conditions.</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to carry out duties of post in accordance with the various City Council's Policies eg Equal Opportunities and to operate in line with the expected Behaviours discussed in an annual appraisal.</li> </ul>	
<b>Experience:</b>	
<ul style="list-style-type: none"> <li>• None required, as full training will be given</li> </ul>	
<b>Qualifications:</b>	
<ul style="list-style-type: none"> <li>• None required</li> </ul>	

**Special Requirements**

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

**Date Created**

01 December 2022

**Date Reviewed**

05 February 2026