



Coventry City Council

Job Description

Job Title:	School Crossing Patrol	Job Number:	
Services:	Planning, Transport and Highways	Grade:	2
Location:	One Friargate		

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.

Job Purpose:

To operate at an approved School Crossing Patrol site helping children and parents to cross the road safely on their journey to and from school.

Main Duties and Responsibilities:

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.



Coventry City Council

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

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

Responsible for:	No Staff	Responsible to:	School Crossing Patrol Supervisor
Date Reviewed:	April 2021	Updated:	18 September 2020



Coventry City Council

Person Specification

Job Title:	School Crossing Patrol	Job Number:	C6765D
Services:	Planning, Transport and Highways	Grade:	2
Location:	Civic Centre 4		

Area	Description
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Knowledge:	A general road sense and awareness of dangers.
	An understanding of the importance of road safety and of the role of the School Crossing Patrol.
	An awareness of Equal Opportunity issues.

Skills and Abilities:	Ability to supervise children.
	Ability to communicate with colleagues, teachers, parents, children and members of the public.
	Ability to direct motorists to stop.
	Ability to wear a uniform.
	Ability to work outside in all weather conditions.
	Ability to carry out duties of post in accordance with the various City Council's Policies eg Equal Opportunities.

Experience:	None required

Educational:	None required

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).
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Date Reviewed:	April 2021	Updated:	18 September 2020
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