# Job Description

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| **JOB TITLE:** | School Crossing Patrol Officer (Regular) |
| **GRADE:** | **B** |
| **POST NUMBER:** | **Various** |
| **DIRECTORATE:** | **Place** |
| **SERVICE:** | **Public Realm** |
| **RESPONSIBLE TO:** | **Road Safety Officer** |
| **RESPONSIBLE FOR:** | |
| | **DBS Enhanced check required**<br>**This is not politically restricted** |
| **JOB SUMMARY:** | To ensure the safe conduct of persons crossing the road at a designated point. |
| **ROLE REQUIREMENTS:** | To stop traffic to allow safe movement of person across roads where there is a School Crossing Patrol with minimum detriment to other road users. |
| 1. | To assist children / pedestrians to cross the roads safely |
| 2. | To wear the uniform and use all equipment provided in an appropriate and safe manner |
| 3. | As far as possible, to maintain control over children and other pedestrians who are waiting instructions to cross the road at a designated crossing point |
| 4. | Attend work on time and if unable to do so, contact your manager with as much notice as possible |
| 5. | Ensure that all customers and members of the public are treated with respect and courtesy at all times in accordance with the Council's equal opportunities policy. |
| 6. | All duties must be carried out in accordance with the Council's Health and Safety Policy |
| 7. | To undertake training related to the post |
| 8. | Take care of all council equipment issued to you as part of this role |

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| **CORPORATE RESPONSIBILITIES** | |
| 9. | Actively contribute to the council's priorities and outcomes in a way that promotes a 'one organisation' approach. |
| 10. | Develop and maintain positive relationships with colleagues, stakeholders and communities to ensure the council and the directorate strategic priorities are effectively implemented. |
| 11. | Promote equality among all staff and ensure that services are delivered in a non-discriminatory way, that is inclusive of all disadvantaged groups. |
| 12. | Support organisational change and learning, following and implementing appropriate systems of self-development, communication and engagement, quality measures, monitoring and review in delivering the functions of the role. |
| 13. | Promote sustainability, including encouraging a culture of innovation and accountability amongst all council staff. |
| **PEOPLE** | |
| 14. | Work with managers and colleagues to develop clarity around expected outcomes and standards, with clear lines of accountability. |
| 15. | Contribute to a culture of learning and workforce planning by taking responsibility for managing your career and personal development and therefore improve outcomes for Tower Hamlets' residents. |
| **FINANCE** | |
| 16. | Work with managers and colleagues to ensure that the service that is delivered represent value for money |
| **SERVICE** | |
| 17. | Carry out duties in line with the Council's Standing Orders, and School Crossing Patrol Guidelines |
| 18. | Play an active role individually and as part of the team in implementing improvements to the quality and efficiency of the service |
| **PERFORMANCE** | |

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| 19. | Meet relevant performance targets in the council's strategic plan and service plans. These will be agreed with the postholder as part of the My Annual Review process. |
| 20. | Carry out other duties and responsibilities commensurate with the level of the post as directed. |

**OTHER CONDITIONS:**

To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training/development activities including the council's 'My Annual Review' scheme.

Ensure that all duties and responsibilities are discharged in accordance with the council's policies and procedures, Code of Conduct and relevant regulations and legislation.

To comply with the council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.
To undertake additional duties that may arise from time to time commensurate with the grade of the post.

# Person Specification

| **Person Specification for the Post of** | **School Crossing Patrol Officer (Regular) Grade B** | **Essential (E) or Desirable (D) (if applicable)** | **Method of Assessment A= Application Form T= Test I= Interview** |
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| **Knowledge** | Knowledge of and commitment to the concept of Equal Opportunities and the ability to promote equal opportunities in all aspects of the service. | E | A/I |
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| **Qualifications & Experience** | Deal with all members of the community in a helpful and friendly fashion. | E | A/I |
| | Fit and active enough to carry out the day-to-day duties. | E | A/I |
| | Able to maintain very high punctuality and attendance levels. | E | A/I |
| | To relate to children in a calm and confident way. | E | A/I |
| | To take responsibility for the safety of children. | E | A/I |
| | Willingness to wear the standard uniform. | E | I |
| | Able to work outdoors in all weather conditions. | E | E/I |
| | Ability to record basic details in and emergency | E | T |
| | Ability to record basic notes following and incident | E | T |
| **Living the TOWER Values sets out the essential behaviours** | **They are aligned to the organisation's five TOWER Values** | | |

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| **required of all staff.** | | | |
| We work **TOGETHER** across boundaries and with partners to achieve the best outcomes for Tower Hamlets | Takes steps to get to know people within in the team as well as working with other teams | E | A/I |
| We are **OPEN** and transparent | Shares relevant information, in a way, that is easy to understand. | E | A/I/T |
| We are **WILLING** to challenge, innovate and be accountable | . Takes accountability for delivering own work and contributing to that of team | E | A |
| We empower each other to be **EXCELLENT** and go the extra mile | Able to work under own initiative with less formal supervision. | D | A/I |
| We **RESPECT** all communities, they are the heart of everything we do | Takes ownership and does what they say they will do, within a set timeframe | E | A/I |
| **Additional Requirements** | Willingness to occasionally work at different locations within the borough subject to notice | E | I |

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| | To comply with the requirement to carry out a DBS check on this role. *(Must be included if post subject to DBS check)* | E | A |