**Job Description**

**Council Branding**

**School Crossing Patrol Officer**

**Role Profile** BCP Band C

**Service/Team** Transport & Engineering (Transport Network Management)

**Reports to** Road Safety Officer

**Responsible for** N/A

**Number of posts** N/A

**Post number** 3502

**Career Grade** N/A

**My job improves the quality of life for the people of Bournemouth, Poole and Christchurch by…**

Providing children and adults with a safe place to cross on their journey to and from their education establishment.

The role of the School Crossing Patrol is to fulfil the Council’s Statutory duties under section 39 of the Road Traffic Act 1988 and in support of the Council’s Local Transport Plan (LTP)

**Job Overview**

To operate the school crossing patrol location in a safe manner, identifying hazards and the risks they present to children, adults, and other road users. Maintain an awareness of traffic movement and speed in order to stop vehicles safely when required and using control measures to ensure the safety of all road users.

**Key Responsibilities**

* Ensure that children and adults cross the road safely to and from their education establishment by controlling traffic at an approved site or sites according to the training and guidance issued by the Road Safety Officer
* Manage pedestrians waiting to cross at the roadside according to the training and guidance received
* Manage traffic flow so as not to cause congestion on the roads outside the education establishment according to the training and guidance received
* Keep equipment and protective clothing clean and in good condition, reporting faults in equipment to the Road Safety Officer
* If required, switch roadside flashing amber warning lights on and off at the site and maintain excellent timekeeping to ensure the crossing is always covered at the required times
* Identification and reporting of any roadside hazards that affect safe operation of the crossing
* Report a near miss, incident or accident witnessed whilst on duty
* Work Term time only
* Work allocated shift times in relation to the specific education establishment
* Report any absence from work to the Road Safety Officer
* Report Doctors / Hospital appointments likely to affect school crossing patrol duties to the Road Safety Officer

**Specific Qualifications and Experience**

* GCSE or equivalent level education (Essential)

Experience in a customer service environment (Desirable)

* Knowledge of the Highway Code (Essential)

**Personal Qualities & Attributes**

* Diplomacy
* Ability to be part of a positive, inspiring and supportive working culture
* Commitment to role
* Willingness to work flexibly if required
* Recognises the need to meet the diverse needs of the public
* Ability to stand for long periods of time
* High level of resilience, emotional intelligence, calm under pressure

**Job Requirements**

Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own car.