



## Turton and Edgworth Primary School

*We celebrate all successes in our happy, inclusive and aspirational school*

### **JOB DESCRIPTION**

<b>Job Title:</b>	School Crossing Patrol		
<b>Reports to:</b>	School Business Manager	<b>Grade:</b>	Grade C SCP3-5
<b>Staff Responsibility for:</b>	N/A	<b>Term:</b>	5 hours/week Term Time only
<b>Additional:</b>	Before and after school		

#### **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

- 1. To support the school during drop off and pick up times.**
- 2. Establish good working relationships with pupils.**
- 3. To ensure that all pupils can arrive and leave school safely.**
- 4. To provide support to pupils, including those with special needs, ensuring their safety in crossing the road.**

#### **Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

#### **Health and Safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must cooperate with us to apply our Health and Safety Policy.

#### **Safeguarding Commitment**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults. We expect all employees to understand and promote our Safeguarding Policy and procedures.

*This appointment is with Turton and Edgworth Primary School. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the Contract.*



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### PERSON SPECIFICATION

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
<b>QUALIFICATIONS</b>				
1	Worked as a crossing patrol officer previously	D	✓	
2	Basic First Aid Training	D	✓	
<b>EXPERIENCE</b>				
3	Customer Care	D	✓	✓
4	Health and Safety	D	✓	✓
5	Experience of working in road safety	D	✓	✓
6	Experience of working with children	D	✓	✓
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
7	Use of positive behaviour strategies	E	✓	✓
8	Able to work under pressure and use own initiative	E	✓	✓
9	Able to work as part of a team	E	✓	✓
10	Ability to form good relationships with staff, parents and pupils	E	✓	✓
11	Ability to prioritise conflicting demands	E	✓	✓
12	Wear suitable clothes and footwear	E	✓	✓
13	Knowledge of school policies and practises regarding confidentiality and child protection (training will be provided)	E	✓	✓
14	Patience and understanding of children's needs, especially listening carefully to what children have to say.	E	✓	✓
15	Ability to treat children with respect and expect their respect in return	E	✓	✓
16	Willingness to administer basic first aid	E	✓	✓
17	Ability to communicate observations to staff where required	E	✓	✓
18	Ability to be flexible at all times and respond to new challenges	E	✓	✓
19	Sensitivity and skills related to child protection issues	E	✓	✓

Assessed by:				
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
20	Ability to stay calm and professional at all times, respecting confidentiality of all school issues.	E	✓	✓
<b>OTHER</b>				
21	Commitment to equality and diversity	E	✓	✓
22	Commitment to health and safety	E	✓	✓
23	Commitment to attendance at work	E	✓	✓
24	Flexible working approach in terms of duties and working	E	✓	✓
25	Attend training courses, as and when required	E	✓	✓
26	Display the school values and behaviours at all times and actively promote them in others.	E	✓	✓
27	Personal resilience, persistence and perseverance.	E	✓	✓