

**ROYAL BOROUGH OF KINGSTON UPON THAMES & LONDON BOROUGH SUTTON -
COMMUNITIES**

JOB DESCRIPTION

Division: Highways & Transport

Grade: A

Job Title: School Crossing Patrol Officer

Post Number: TBC

RELATIONSHIPS

1 RESPONSIBLE TO:

. Sustainable Transport Officer

**2. SUPERVISORY
FOR: None**

RESPONSIBILITY

3 IMPORTANT INTERNAL RELATIONSHIPS

. Shared Service Instructors and colleagues within the Sustainable Transport Team

4 IMPORTANT EXTERNAL RELATIONSHIPS

. School staff, pupils' parents or carers

MAIN PURPOSE OF JOB

To ensure the safety of members of the community crossing the road at a designated point between specified times. The discharge of these duties must not be to the detriment of the welfare of road users.

Prepared by: Mehmet Mazhar

Signature Date:.....

Agreed by:..... Signature Date:.....

MAIN RESPONSIBILITIES/DUTIES OF JOB

- To carry out the Council's policy with regard to the duties of a School Crossing Patrol
- To use all uniform and equipment provided for personal safety, and that of the children and all other members of the public, especially when stopping traffic on the highway
- Liaise closely with the School Crossing Patrol Supervisor over any problems or difficulties

ESSENTIAL CRITERIA

- Good personal presentation giving confidence to Councilors, parents, children etc.
- Ability to communicate with people particularly children
- Enthusiasm and keenness to work with the local community
- Excellent time keeping skills
- A commitment to Equal Employment Opportunity and to Health & Safety principles and practices

DESIRABLE CRITERIA

- Previous experience working as a school crossing patrol and/or working with children
- Possession of a current motor vehicle driver's license
- Hold a current first aid certificate

The successful applicant will be required to work outside normal working hours may be required on occasions to travel outside the Kingston or Sutton Borough.