

Job Description

Job Title	School Crossing Patrol Officer
Directorate	Neighbourhoods and Housing
Service Area	Highways and Transportation
Grade	2
Competency Level	1
Salary	£14.04 - £14.48 per hour
Job Type	Office Based
Location	Liverpool Citywide
Disclosure and barring service (DBS)	Enhanced – Child Workforce, Child Barred List
Job Evaluation Ref No	

Job Purpose

To assist in the safe passage of school children on their way to and from school.

Directly Responsible For:

Not applicable

Directly Responsible To:

School Crossing Patrol Supervisor



Main Areas of Responsibility:

- To carry out the Council's policy with regard to the School Crossing Service, including all required training procedures
- To use all uniform and equipment provided for your own safety and the safety of children and other members of the public, especially when stopping traffic on the highway, in line with current legislation
- To observe and report potential health and safety hazards at workplace.
- To maintain control over children and requesting adults that are awaiting your instructions to cross
- To maintain control over children and requesting adults whilst they are crossing the road

Supervision and Management Responsibility:

- No supervisory or line manager responsibility

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- This job requires the jobholder to stand or walk for a very large proportion of the total working time
- Lifting / carrying is also a feature requiring a modest level of effort for a very large proportion of the total working time
- The jobholder regularly works outdoors and is usually exposed to the weather when doing so

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills

required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at competency level 1.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Desirable

- To participate in all aspects of relevant training and development, including Health and Safety

Skills/Abilities

Essential

- Knowledge of road safety (A/I)
- Punctuality (A/I)
- Honesty (A/I)
- Reliability – required to work with a minimum of supervision (A/I)
- Good communication – able to communicate verbally with a wide range of people (A/I)

Desirable

- Defined working practices
- Smart appearance
- Good community spirit – good interpersonal and customer facing skills, display friendliness, patience and politeness

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

Other

Essential

- Able to work at other locations as and when required (A/I)
- This position requires the need for outdoor working (A/I)
- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level

Desirable

- You will need to use all uniform and equipment provided for your own safety and the safety of children and other members of the public, in line with current legislation