

GREAT CHART PRIMARY SCHOOL

CASUAL RELIEF ROAD CROSSING PATROL

RESPONSIBLE TO: The Headteacher

JOB PURPOSE: To provide a safe passage for pupils across public highways to and from the school premises.

TERMS OF EMPLOYMENT

Working Time: 0 hours a week x 0 weeks	Monday to Friday term time only 7.50-8.50am and 2.30-3.30pm as and when required to cover sickness and absence
Salary	You will be paid on Kent Range 2 (£7.22-£7.75 per hour)

Outline of Main Duties:

1. Ensure, where appropriate, hazard warning lights for the crossing are switched on in plenty of time before the children arrive and are switched off once all children are seen safely across to ensure adequate notice is given to passing drivers.
2. Report any defects of the hazard warning lights to the Head Teacher to ensure the necessary repairs can be carried out.
3. Supervise road crossing of school aged children and their respective parents/carers ensuring the children do not enter the road before traffic has been halted, they cross safely and are clear of the roadside before indicating to traffic to proceed to maintain the children's safety at all times.
4. Ensure that adequate visibility of the road is maintained and where necessary speaking to drivers who park too close, reporting any problems of non-compliance to the Head Teacher to ensure the safe crossing of all concerned.
5. Monitor any inappropriate behaviour outside the school and report any possible danger to the children to the Head Teacher to ensure the children's safety at all times.

Note: Where a job holder carries out duties which are not included in the Main Duties above, these can be attached to this Job Profile.

It is recognised that some job holders may not carry out all the Main Duties in their particular place of work

SECTION II

This section to be used at Induction, Appraisal and for Personal Development Planning.

Skills Required:		
<p><i>A skill describes what you need to know and be able to do in order to perform the job at a fully competent level. Skills include every kind of knowledge and experience required. Full descriptions for each level are set out in the Skills Dictionary. The skill levels build on each other so that if level 3 is required for the job, levels 1 and 2 will also be needed.</i></p>		
	Skills Summary (wording from Skills Dictionary)	Level
1	<p><u>Technical Skills and Qualification</u></p> <ul style="list-style-type: none"> • Performance of a range of tasks connected with the job • Knowledge and skills normally gained through simple demonstration in a matter of hours • No previous experience or qualifications 	1
2	<p><u>Operational Knowledge</u></p> <ul style="list-style-type: none"> • Knowledge of own task/job • Knowledge of all procedures in own task/job • Knowledge of any/all common practices associated with own job 	1
3	<p><u>Planning and Organising</u></p> <ul style="list-style-type: none"> • Knows, understands and is able to apply the work routines in the job • Able to work within set routines • Knows where to find work instructions and documents (e.g. job sheets, health and safety guidance) • Able to complete basic time and job sheets or other basic forms required for the job • Able to recognise problems and report to supervisor 	1
4	<p><u>Working with People</u></p> <ul style="list-style-type: none"> • Able to establish a rapport with service users as necessary e.g. clients, members of the public etc. • Understands how to encourage and influence people to get the best from them • Understands the needs of others and able to respond accordingly 	2
5	<p><u>Communication</u></p> <ul style="list-style-type: none"> • Able to understand information, advise and liaise with others accordingly • Able to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate • Has written and numeric skills in order to complete more detailed records and reports • Able to listen, observe and contribute to discussions as required for the job e.g. client care, child care, work plans etc. • Able to communicate using information technology as required for the job 	2
7	<p><u>Health and Safety</u></p>	

	<ul style="list-style-type: none"> • Understands and able to apply Health and Safety procedures relevant to the job such as: <ul style="list-style-type: none"> - manual handling; - safe use of machinery and/or equipment; - COSHH ; - First Aid and Hygiene Practice; - lone working procedures and responsibilities • Able to recognise and to deal with emergency situations 	2
8	<p><u>Equality</u></p> <ul style="list-style-type: none"> • Understands equal opportunities • Deals with all clients and work colleagues fairly regardless of race, colour, sex, disability, age or religious belief under guidance from Line Manager 	1

Behaviours for Success:

The “Behaviours for Success” framework is designed to help us understand how people who are successful in their jobs behave at work. Behaviour descriptions is a new way of looking at how people do their job well and these are set out in the Behaviours for Success Dictionary. These are grouped under four headings:

1. Focussing on the customer
 - how we work with both internal and external customers and service users to provide a customer focussed service
2. Personal Resourcefulness
 - how we enhance our personal ability to deliver an excellent service
3. Relationship Building
 - how we work with colleagues and partners
4. Managing for Success (for managers)
 - how managers encourage and enable staff to deliver excellent service

These Behaviours for Success apply to everyone, no matter what job they are doing within KCC. Your Line Manager will give you more information on the Behaviours and what they mean for you and your job.