

EAST LoTHIAN COUNCIL
Job Outline

Post Title:	School Crossing Patrol Guide
Service:	Partnerships and Community Services – Infrastructure
Location:	As advertised
Immediate Supervisor:	School Crossing Supervisor

Purpose of the Job

To assist in the delivery of the School Crossing Service throughout East Lothian in accordance with Health and Safety legislation and Council policies and procedures.

- Responsible for stopping traffic in a safe and controlled manner across East Lothian, ensuring the safety of both children and adults crossing the road at a designated point between specified times.
- Supervise children at crossings and whilst under instructions to cross.
- Where automatic amber flashing lights are sited, ensure that they are operating properly during their contracted times.
- Report any problems or difficulties to School Crossing Supervisor.
- Respond to queries from members of the public, elected members and other stakeholders.
- Undertake any other duties and responsibilities that may be assigned by the line manager, appropriate to the grading of the post.

Responsibility

None.

Relevant Qualifications

Be able to demonstrate knowledge, skills and competencies associated with the duties of the post.

PVG Membership (Children) is an essential requirement of this post.

Skills/Experience Required

- Effective verbal and written communication skills.
- Effective organisational and time management skills.
- Ability to carry out the duties of the post.
- Ability to carry out duties in all weathers.
- Ability to use own initiative.
- Ability to work under pressure and meet deadlines.
- Ability to work flexibly as part of a team.
- Ability to develop effective relationships with stakeholders.

PERSON SPECIFICATION

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Service:	Partnerships and Community Services – Infrastructure
Location:	As advertised
Immediate Supervisor:	School Crossing Supervisor

Attributes	Essential	Desirable
Education & Training	<p>Be able to demonstrate knowledge, skills and competencies associated with the duties of the post.</p> <p>PVG Membership (Children) is an essential requirement of this post.</p>	Formal qualification in a relevant subject.
Previous Experience (Paid & Voluntary Work)	Previous experience of working with children and/or the general public.	<p>Customer service experience.</p> <p>Supervisory experience.</p>
Knowledge/ Skills /Competencies	<p>Effective verbal and written communication skills.</p> <p>Effective organisational and time management skills.</p>	<p>Knowledge of Highway Code.</p> <p>Knowledge of road safety issues.</p> <p>Competent in the use of Microsoft Office Suite, in particular Word and Excel.</p>
Personal Qualities	<p>Ability to carry out duties in all weathers.</p> <p>Ability to use own initiative.</p> <p>Ability to work under pressure and meet deadlines.</p> <p>Ability to work flexibly as part of a team.</p> <p>Ability to develop effective relationships with stakeholders.</p>	<p>Ability to coach and mentor junior staff.</p> <p>Willingness to work additional hours, as required.</p>