



# Job Description

make the right move - join us



St. Helens Council

<b>Post:</b>	School Crossing Patrol Operative
<b>Post Number:</b>	PEPC006
<b>Department:</b>	Place Services
<b>Grade:</b>	SCP10
<b>Responsible to:</b>	School Crossing Patrol Supervisor
<b>Purpose of the Post:</b>	<b>Fundamentally ensuring the safety of children and other pedestrians crossing the road at designated position throughout the borough of St Helens at specified times.</b>

## **Duties and Responsibilities:**

1. To assist children and other pedestrians as outlined above.
2. Operation of Hazard Warning Lights on commencement of duty, reporting any faults to the Supervisor.
3. Control children's behaviour whilst waiting to assist them across the road.
4. To safely halt traffic in the correct manner.
5. Reporting any incidents in relation to traffic and/or abuse to the Supervisor.
6. To undertake all duties in line with Health and Safety procedures as outlined in the School Crossing Patrol Guidance booklet.
7. To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
8. To be responsible for the implementation of the Council's Health and Safety Policy and associated safe working procedures and guidelines. To contribute towards the identification and management of risk within the service area.
9. To communicate the Health and Safety Policy, procedures and guidelines to all employees and contractors under the management/supervision of the post holder. To monitor compliance with the policy, procedures and guidelines, keeping appropriate records as required.



# Job Description

make the right move - join us



St. Helens Council

10. To comply with the Council's Comprehensive Equality Policy and ensure that it is implemented within the service area and amongst employees within the remit of the post.
11. To be responsible for the implementation of the Council's Human Resource policies and procedures including Employee Relations, within the remit of the post.
12. To comply with the Council's Information Management Framework (including the Data Protection Policy, Code of Practice and Social Media Policy) and ensure that it is implemented within the service area and amongst employees within the remit of the post.

**This post is subject to Enhanced Disclosure.**

**This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989 (as amended).**

**The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the post holder/s at the appropriate time.**

**Date Prepared: December 2009**

**Date Updated: March 2015**

**Date Updated: July 2016**

**Date updated: April 2018**