



City of  
**Stoke-on-Trent**

## **Job Description**

<b>Job Title:</b>	School Crossing Patrol Warden
<b>Directorate:</b>	Children & Family Services
<b>Section:</b>	Learning Services – School Support
<b>Responsible to:</b>	Area School Crossing Patrol Manager
<b>Grade</b>	Level 2 Living Wage

### **Job Purpose**

To ensure the safety of pedestrians 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 other road users.

### **Key Duties / Responsibilities**

1. To carry out the City Council's Policy with regard to the School Crossing Patrol Service which included Health & Safety Procedures as set out in the City Council School Crossing Patrol Induction Manual.
2. To use all uniform and equipment provided as instructed for the safety of the Warden, children and all other members of the public, especially when stopping traffic on the Highway.
3. Maintain control of children who are awaiting instructions to cross.
4. To report faulty Highways equipment that is used in conjunction with the school crossing facility, to the Area Manager.
5. To cover other School Crossing locations within the immediate vicinity, as and when required.
6. To assist as required, with Road Safety Pedestrian Training sessions for school pupils.
7. To undertake any other duties appropriate to the grade as may be required.



## Person Specification

**Job Title:** School Crossing Patrol Warden  
**Directorate:** Children & Family Services  
**Section:** Learning Services – School Support

**Minimum Essential Requirements - Evidenced by: a:** application form **b:** test **c:** interview

	<b>a</b>	<b>b</b>	<b>c</b>
Have previous experience of working with children.	✓		✓
Demonstrate the ability to show awareness of other road users.			✓
Communicate verbally in a clear and concise manner with people at all levels, e.g. Motorists, Parents, Children, Head Teachers, Police and the Pager System Operator.	✓		✓
Be Punctual.			✓
Demonstrate a smart, tidy appearance and wear sensible footwear. The post holder will be provided with a hat and coat, waterproof leggings, trousers and gloves which are to be worn in accordance with approved policies and procedures.			✓
Demonstrate a good community spirit.			✓
Demonstrate a willingness to work in all weather and traffic conditions.	✓		✓
Must be able to take holidays during school closure periods.	✓		✓
An ability to fulfil all spoken aspects of the role with confidence through the medium of English			✓



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## Conditions of Service

<b>Job Title:</b>	School Crossing Patrol Warden
<b>Directorate:</b>	Children & Family Services
<b>Section:</b>	Learning Services – School Support
<b>Grade</b>	Level 2 Living Wage
<b>Salary</b>	£16,881 per annum (this will be pro-rata to the number of hours worked and term-time only) £8.75 per hour

**Duration:** This is a permanent post.

**Working Hours: 10 Hours per Week**

**08:20- 9:20am, 14:45-15:45pm**

**Work During School Terms:** This post requires you to work during school term times. This will mean that you will work 38 weeks when the schools are open.

**Sickness Absence:** This will be paid at basic levels. This means that any enhancements normally received for shift work, weekend working and so on will not be paid on days when you are absent from work due to sickness

**Pension Provisions:** For occupational pension purposes you will have the choice of:-

- a. Joining or continuing in the Local Government Pension Scheme.
- b. Arranging your own personal pension provision approved by the Inland Revenue.
- c. Joining S2P (State Second Pension Scheme).

**Business Mileage:** If you have to use your own vehicle on council business please ensure that you are insured to do so then the appropriate allowance is payable as per the national scheme.

**Notice Period:** Your notice period will be dependent upon the grade of the post and your continuous service.

**Probation Period:** New entrants to local Government service are subject to a probationary period of six months during which you are expected to establish your suitability to the post.

**Equal Opportunities Monitoring:** New entrants must provide details of ethnicity and disability for the starter forms to enable the city council to monitor its progress towards being an equal opportunities employer.

**Medical Examination:** Your employment is subject to the council's medical adviser giving medical clearance. Initially, this will take the form of a medical questionnaire.

**Clothing and Uniforms:** You must wear protective clothing/uniforms that may be issued to you.

**Disclosure and Barring Service (DBS) Check:** This post is exempted under the Rehabilitation of Offenders Act 1974 therefore appointment to this post is conditional upon the receipt of a satisfactory response to a check of police records. You should note that the existence of an unsatisfactory police check may result in the withdrawal of the offer of employment.

If during your continued employment you receive any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1974 (as amended on 2013) you are required to disclose to your manager immediately that you have been convicted or cautioned during the period of your employment. Guidance and criteria on the filtering of “unprotected” cautions and convictions can be found on the Disclosure and Barring Service website.

**Asylum and Immigration:** According to the Immigration, Asylum, Nationality Act 2006 you must (if appointed) provide proof of current and valid permission to be in the United Kingdom, and valid permission to do the type of work offered.

Your continuing employment is subject to you having leave to remain and work in the United Kingdom by having a valid work permit. Should your work permit fail to be renewed at a future date, the authority would have to terminate your contract with immediate effect.

**Trade Unions:** As your employer, we support the system of collective bargaining in every way and believe in the principal of solving industrial relations problems by discussion and agreement. For practical purposes, this can only be conducted by representatives of the employers and of the employees. If collective bargaining of this kind is to continue and improve for the benefit of both, it is essential that the employee’s organisations should be fully representative. Therefore, it is recommended that employees become a member of a trade union represented on the relevant national joint council.

A full list of the trade unions appropriate to the type and nature of employment is available from HR Business Management.

**Other Conditions of Service:** Any other conditions of service are as per the Scheme of Conditions of the National Joint Council for Local Government Services as amended by decisions, rules and regulations of the City Council.