



# School Crossing Patrol Officer Castletown

Candidate Information Pack



# HEAR FROM THE TEAM



Michael - School Crossing Patrol Officer, Willaston School

**“ I’ve been a school crossing officer for Willaston school for 9 years and I enjoy my job as I’ve built up a good rapport with the children, their parents & also the staff of the school from the executive headmaster to the site manager.**

**Because it’s only 45 minutes morning and afternoon it means that I can do my shopping or meet up with friends for coffee or go to the gym.**

**Seeing former students of Willaston school who go past me still say hello & there’s a brief chat. Also I’ve been reliably informed that I’m part of Willaston school and the Willaston community as to quote a few parents their children enjoy going to school as the children think I’m fabulous.”**

# HELP KEEP OUR CHILDREN SAFE JOIN OUR TEAM!



## ABOUT THE ROLE

**Join our team of School Crossing Patrol Officers - helping children get safely to and from school every day.**

The primary objective of a School Crossing Patrol Officer is to stop traffic to enable pedestrians to cross the road safely at a designated point between specified times, primarily children to and from school.

You will also minimise congestion by managing the flow of traffic at a designated point.

The role involves many duties, including:

- To stop traffic in accordance with the prescribed procedure to assist pedestrians to cross the road safely.
- To maintain control over children who are awaiting instructions to cross the road.
- To work in accordance with the rules and procedures laid down in the School Crossing Patrol Handbook and all other relevant policies and procedures including Health and Safety.

- To use the uniform and equipment provided and keep it in a good, clean condition.
- To report any accidents, incidents, problems or difficulties to the Road Safety Supervisor.
- To be aware of and comply with all relevant codes of practice and provisions in the Highway Code.
- Where installed, to check the condition and operation of the hazard warning lights, signs and traffic signals to ensure they are working correctly and report if they are not
- Where required, to place temporary cones to ensure visibility in the school crossing patrol area, and to use salt from the grit bins (where available) on icy days.
- Any other duties as directed by the line manager and commensurate with the grade.
- Full training will be provided to the successful applicants.

## WHAT DO I NEED TO BE SUCCESSFUL?

	Essential/ Desirable	Method of Assessment
<b>Credibility</b>		
No formal qualifications are required for this post.		
Experience of working with children and the general public.	<b>D</b>	CV/Interview
<b>Capability</b>		
Have a keen sense of observation to ensure the control and safety of all road users.	<b>E</b>	CV/Interview
Have the ability to select safe gaps between vehicles prior to moving out into the carriageway.	<b>E</b>	CV/Interview

	<b>Essential/ Desirable</b>	<b>Method of Assessment</b>
Able to complete written or electronic forms in the event of an incident/accident.	<b>E</b>	CV/Interview
Able (or willing to learn) to use a computer from time to time to submit absence, overtime and mileage claims and to keep HR information up to date. NB: Access to a home computer not essential.	<b>E</b>	CV/Interview
<b>Character</b>		
Reliable and punctual.	<b>E</b>	CV/Interview
Able to adhere to guidelines and rules especially in relation to health and safety.	<b>E</b>	CV/Interview
Able to work with minimal supervision following initial training.	<b>E</b>	CV/Interview
Able to build a rapport with the public.	<b>D</b>	CV/Interview
In accordance with national guidelines, be able to meet the physical requirements of the position. Namely: to be physically able to move on and off the road (average walking speed 3ft per second); to be able to work in all weather conditions; to be physically fit and able to deal with emergency traffic situations as they relate to the crossing of pedestrians and yourself; to be physically and mentally able to judge and foresee dangerous situations and to be alert and able to respond rapidly; to be able to look and see unsafe traffic situations in all directions; to be able to hear potential unsafe traffic situations that may be out of immediate vision; and to be able to hold in one hand the SCP sign, weighing up to 2 kilos, in all weathers.	<b>E</b>	Pre-employment Checks
<b>Other requirements</b>		
Isle of Man Worker	<b>D</b>	Application
Access to and use of a personal mobile phone and email account as these are used as the main forms of communication.	<b>D</b>	CV/Interview
A willingness to work in all types of weather conditions.	<b>E</b>	CV/Interview
Satisfactory Police Check	<b>E</b>	Pre-employment Checks