1. **Job Purpose**

   To assist at places where children/adults cross roads on their way to and from school (or on their way from one part of a school to another) during the prescribed hours.

2. **Duties & Responsibilities**

   2.1 To control traffic and assist children across roads safely on their way to and from school including adult pedestrians.

   2.2 To be responsible for switching on / off traffic hazard warning lights where applicable.

   2.3 To carry and display where applicable an authorised sign in the manner described by law and to perform your duties within the legislation prescribed for a School Crossing Patrol Warden.

   2.4 To report problems and difficulties encountered on the crossing to a supervisor as soon as it is reasonably practicable.

   2.5 To complete a weekly time sheet and keep it with them ready for collection in accordance with approved procedures.

   2.6 Ensure that the specified clothing issued is worn correctly while on duty and ensure only the correct uniform / equipment issued by the service is used.

   2.7 To carry out duties on pedestrian, pelican, puffin or toucan crossings if required.

   2.8 To maintain a customer focused approach at all times ensuring child safety remains paramount at all times.

   2.9 Carry out duties with due regard to the health and safety regulations.

   2.10 Arrive at agreed time and place of work, ready to promptly carry out duties.

   2.11 Must be prepared to undertake any additional training as required.
Mobile Wardens

2.12 A car mileage will be provided.

2.13 A suitably insured and taxed vehicle is required (Mobile Wardens only).

2.14 Mobile Wardens will also require a home or mobile phone number.

3. **Supervision Received**

3.1 **Supervising Officer Job Title:**
   
   School Crossing patrol Warden for the specific area

3.2 **Level of Supervision**
   
   Left to work within established guidelines subject to scrutiny by supervisor.

4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others).

   N/A

5. **Special Conditions**
   
   - This vacancy is exempt from the Rehabilitation of Offenders Act
   - A Criminal Records Bureau/ISA checks will be undertaken
   - You will have contact with parents and other members of the public; school children; head teachers; school personnel; Police, managers and staff within Birmingham City Council.

   “Right to work in the UK’ documentation will be fully checked for all applicants. All non UK and EU applicants are required to apply for a certificate of sponsorship from Birmingham City Council and must be approved by the UKBA before any employment offer can be confirmed”.

   Observance of the City Council’s Equal Opportunities Policy will be required.
# Person Specification

**Post:** School Crossing Patrol Warden  
**Grade:** GR2  
**Division:** Local Services  
**Section:** School Crossings

## Method of Assessment (M.O.A.)

A.F. = Application Form; I = Interview; T. = Test or Exercise; C. = Certificate; P. = Presentation.

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<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
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| **Skills & Ability**  
e.g. written communication skills, dealing with the public etc. | 1. Ability to verbally communicate effectively to a range of people in a range of situations.  
2. Ability to demonstrate an understanding of good customer service.  
3. Ability to work flexibly as part of a team, providing cover as and when required ensuring continuity of service.  
4. Ability to follow instructions and work to specific work guidelines / procedures.  
5. Ability to use initiative with a proactive approach to tasks to ensure customer needs are met.  
6. Ability to solve problems whilst maintaining guidelines / procedures that have an end benefit to both the client / customer and the organisation.  
7. Ability to perform a variety of roles / functions including the execution of practical duties. | I  
AF/I  
AF/I  
AF/I  
AF/I  
AF/I |
| **Training**       | 1. Willingness to undertake any training relevant to the role as and when required. | AF/I |
| **Other**          | 1. Must be prepared to wear the uniform provided.                                             | AF/I |

All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.