



# BRADFIELD COLLEGE

**JOB TITLE:** Crossing Patrol Officer  
**REPORTS TO:** Health, Safety & Security Manager  
**DEPARTMENT:** Health, Safety & Security  
**DATE:** September 2019

**This College is committed to the safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

The following duties will be deemed to be included in the duties which you may be required to perform:

- child protection, discipline, health and safety
- promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

Employees must be willing to undergo an enhanced Disclosure and Barring Service (DBS) Certificate prior to employment, registration of the DBS Update Service and checks with past employers. These checks are repeated each three years of your employment.

You should revert to your individual responsibilities as defined in the Health & Safety Manual and ensure you are competent to implement them and agree to abide by them. Your health, safety and welfare at work are protected by law. Your employer has a duty to protect you and to keep you informed about health and safety. You have a responsibility to look after yourself and others. If there is a problem, discuss it with your employer or the College's Health & Safety Manager.

This Job Description is neither final nor exclusive and the range of tasks would embrace many incidents and situations which are not stated, but require initiative and common sense to be applied.

## **JOB PURPOSE**

You will be required to supervise a School designated crossing point safeguarding the road safety of pupils and others at prescribed times of the day.

## **PRINCIPAL ACCOUNTABILITIES:**

- When requested, and at specified times of the day, assist pupils and others crossing the road.
- To regularly assess the risks associated with operating at the crossing site in order to identify any problems.
- Report problems and defects to the Health, Security & Safety Manager.



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- To assist in the preparation of reports on accidents and failure to stop incidents and other incidents occurring at the crossing site.
- To ensure that all uniform and equipment provided is maintained in good condition and replacements requested when needed.
- To give clear signals to drivers when stopping traffic and ensuring that the traffic remains at rest until the road at the crossing point is clear of pedestrians.
- When requested, to assist with road safety and pedestrian training.
- To be aware of Local Authorities policies with regard to the school crossing patrol service and communicating to the Health, Security & Safety Manager any areas of training required.
- To primarily assist the Security department (or other Estate departments, as directed) in their general duties when not working as Crossing Patrol Officer.

## QUALIFICATIONS

- Berkshire Council crossing patrol qualification (desirable) – Training will be provided

## EXPERIENCE:

- In a similar role at another school (desirable)
- Coordination and controlling groups of people
- Experience of being a Cross Patrol Officer an advantage, but not essential as training will be given.

## KNOWLEDGE

- ROSPA road safety for schools
- Awareness of road hazards

## SKILLS

- Effective verbal and listening communications skills
- Adhering to security guidelines
- Being focused and self-motivated
- Interacting with people and working cohesively with them
- Physically capable of moving equipment
- Ability to operate required equipment in a safe and responsible manner
- Good time management

## PERSON SPECIFICATION:

- A hard-working, honest, dependable, self-motivated person
- Demonstrates sound work ethics
- Deals with pupils, staff and the general public in a positive, courteous and respectful manner.
- The post holder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by the line manager are adhered to.