



Sheffield City Council Job Description

School Crossing Warden

Portfolio:	Place
Service Area:	Strategic Transport, Infrastructure and Sustainability Service
Grade:	Grade 2
Responsible To:	School Crossing Patrol Supervisor
Responsible For:	N/A
Holidays and Sickness Relief:	N/A

Job Purpose

To ensure the safe crossing of pedestrians, including children for a specified period in the morning and afternoon, across designated roads on their journey to and from school

Duties and Responsibilities

Specific Duties and Responsibilities

1. Control large groups of children wishing to cross the road, ensuring their safety, including:
 - i) Instructing children to wait on the pavement before crossing.
 - ii) Authorising children to proceed across the road.
 - iii) Ensure that traffic does not proceed until all children have safely crossed the road.
 - iv) Ensure health/safety codes of practice are adhered to at all times.
2. Anticipate the actions of problematic children.
3. Report motorists where necessary, to the School Crossing Supervisor.
4. Report any accidents, and act as witness for the police if necessary.
5. Report any children who misbehave to the appropriate Headteacher.
6. Identify any hazard close to the crossing point, and report to the Supervisor as necessary.
7. Ensure that the full uniform is worn at all times when on duty.
8. Ensure the cleanliness of uniform and crossing pole.
9. Inform your Supervisor when flashing lights are not working.
10. To cover other School Crossing locations within the immediate vicinity, as and when required.

General Duties and Responsibilities

This Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be required to complete an enhanced Disclosure and Barred Service Check

Should you be required as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English as required by The Immigration Act 2016.

To undertake all duties and responsibilities in line with current Council Policies and Procedures, including those relating to health and safety; equalities, diversity and

inclusion; safeguarding procedures; financial instructions; procurement and commissioning.

To undertake any other duties in agreement with the post holder and manager. Significant changes that may affect the role and responsibilities of the post or the job description would be managed through an agreed process in consultation with the Trade Unions.

Issue date:

Person Specification Post Title: School Crossing Warden

Minimum Essential Requirements	Assessment Method
Section One: Knowledge and Experience	
Able to communicate well with both adults and children.	Application form and interview
Have an understanding of road use and traffic awareness	Application form and interview
Section Two: Skills and Abilities	
Ability to stand and walk for entire working period, including getting on and off the road briskly.	Application form and interview
Must be able to see hazardous traffic situations in all directions.	Application form and interview
Must be able to hear potential hazardous traffic situations that may be out of immediate vision.	Application form and interview
To be able to hold a School Crossing sign weighing around 2kgs, in all weathers.	Application form and interview
Ability to respond to incidents as and when they occur in a calm and professional manner.	Application form and interview
Remain calm when dealing with stressful and potentially dangerous situations.	Application form and interview
Able to work without direct supervision	Application form and interview
Reliable and Punctual	Application form and interview
Section Three: Qualifications	
N/A training will be given	
Section Four: Our Values	

People are at the heart of what we do	Application form and interview
Openness and honesty are important to us	Application form and interview
Together we get things done	Application form and interview

Health Risks Specification

Please see the tasks, where there are some potential, residual health risks for the job

Task	Potential Health Risk	Add YES or NO against each risk
ICT/Computer user		No
Moving and handling of clients		No
Regular manual handling objects/ furniture/equipment		No
Working at heights		No
Noise/Vibration exposure		No
Confined Spaces		No
LGV/PCV driving		No
Minibus driving		
Fork Lift Truck driving		No
School Crossing Warden Work		Yes
Night Work		No
Substances covered by COSHH		No
Respiratory and Skin Sensitisers		No

