

JOB OUTLINE	
JOB TITLE: School Crossing Patrol Guide	JET CODE: L211
DIVISION: Infrastructure	
SERVICE/BUSINESS UNIT: Roads	
REPORTING TO: School Crossing Supervisor	
RESPONSIBLE FOR: None	
JOB PURPOSE: To assist in the delivery of the School Crossing Service throughout East Lothian in accordance with Health and Safety legislation and Council policies and procedures.	
MAIN DUTIES: Responsible for stopping traffic in a safe and controlled manner across East Lothian, ensuring the safety of both children and adults crossing the road at a designated point between specified times. Supervise children at crossings and whilst under instructions to cross. Where automatic amber flashing lights are sited, ensure that they are operating properly during their contracted times. Report any problems or difficulties to School Crossing Supervisor. Respond to queries from members of the public, elected members and other stakeholders. Any other appropriate duties, as requested by Management, commensurate with the grade for the post.	
ESSENTIAL REQUIREMENTS FOR THIS ROLE Qualifications/Experience: A good general standard of education and/or able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience. Disclosure Scotland: This role requires PVG clearance for regulated work with children. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be required prior to commencement . Scottish Social Services Council: None.	

PERSON SPECIFICATION		
Attributes	Essential	Desirable
Education, Registration & Training	A good general standard of education and/or able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience. This role requires PVG clearance for regulated work with children. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be required prior to commencement.	Formal qualification in a relevant subject.
Previous Experience (Paid & Voluntary Work)	Previous experience of working with children and/or the general public.	Customer service experience. Supervisory experience.
Knowledge/ Skills /Competencies	Effective verbal and written communication skills. Effective organisational and time management skills.	Knowledge of Highway Code. Knowledge of road safety issues. Competent in the use of Microsoft Office Suite, in particular Word and Excel.
Personal Qualities	Ability to carry out duties in all weathers. Ability to use own initiative. Ability to work under pressure and meet deadlines. Ability to work flexibly as part of a team. Ability to develop effective relationships with stakeholders.	Ability to coach and mentor junior staff. Willingness to work additional hours, as required.
Council Behaviours	We are Person Centred We Initiate and Embrace Change We Strive to be the Best we can be	

	We make things Happen We work Together	
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