

School Crossing Supervisor

Reports to	City Compliance Team Leader	Key Relationships or Direct Reports	City Compliance Support Officer, School Principal, Deputy Principal, Local Laws Officers, Parents, Students
Classification	Band 1		
Position number	443401, 443403		

What will you do?

- Effectively and safely Operate a School Crossing whilst promoting and enhancing the safety of children and the general public using the crossing

Service Delivery

- Alert motorists to stop to safely allow pedestrians to cross the road.
- Ensuring School Crossing signage such as 'crossing flags' are displayed correctly to alert motorists and pedestrians of crossing zone.
- Maintain appropriate and effective traffic flow between pedestrians and motorists

Systems and processes

- Undertake crossing supervision in accordance with the 'Instructions for Children's Crossing Supervisors' as prepared by VicRoads and the procedures of Manningham Council Insert bullet point
- Effectively and correctly use your whistle to indicate safe use of the crossing and alert users to stop usage when unsafe.
- Maintain a crossing that is free from slip and trip hazards
- Determine appropriate and safe stopping distances particularly for approaching motorists.

People

- Display a positive attitude, exercise patience and care when supervising children.
- Proactively communicate to children and other pedestrians the correct safety protocol when using the crossing if required.
- Assist and build a good rapport with the public and school staff.

Who are you?

- You are physically fit and have the ability to meet all of the requirements which are detailed in the School Crossing Supervisors handbook (including standing for the entire period and being able to hold a stop sign at the correct angle
- You have a strong knowledge of the Australian road rules
- You hold or can achieve a Working With Children's Check and consent to a police check
- Experience in the same role and or experience in traffic safety or working with children highly regarded
- Competent understanding and ability to follow Safe Work Procedures to ensure community safety.

What do we expect?

- Model and lead our values.
- Be dedicated to delivering a consistent, connected and customer focused service.
- Be committed to maintaining a safe and healthy workplace.
- Act consistently with our Employee Code of Conduct.
- Be flexible and responsive and prepared to step up in times of need.

School Crossing Supervisor

What are the Key Responsibilities?

Service delivery	<ul style="list-style-type: none"> • Lift, carry and utilise 'Stop' signs at the appropriate physical angle in order to alert motorists to stop and pedestrians to cross the road. • Ensuring School Crossing signage such as 'crossing flags' are displayed correctly to alert motorists and pedestrians of crossing zone. • Maintain appropriate and effective traffic flow between pedestrians and motorists • Accountable for the safe and competent operation of the designated school crossing within the specific practices and procedures of Manningham Council during school terms and in all weather conditions common to Melbourne. • Ensure children and other pedestrians are crossing roads safely and resolve minor issues related to the role.
Systems and process	<ul style="list-style-type: none"> • Undertake crossing supervision in accordance with the 'Instructions for Children's Crossing Supervisors' as prepared by VicRoads and the procedures of Manningham Council Insert bullet point • Effectively and correctly use your whistle to indicate safe use of the crossing and alert users to stop usage when unsafe. • Maintain a crossing that is free from slip and trip hazards • Determine appropriate and safe stopping distances particularly for approaching motorists. • Utilises vision and hearing to judge safe distances particularly when stopping oncoming traffic approaching the crossing. • Capability to work with limited supervision and report incidents to the City Compliance Support Officer as required. • Exercise care when transporting equipment such as STOP sign and crossing flags to avoid injury. • Ability to record any breaches of the Road Rules applicable to the safety of children on the school crossing. • Record and report any notifiable incidents to the City Compliance Support Officer. • Report any illegally parked vehicles, vehicles operating in a dangerous manner or any suspicious persons at the children's crossing to the City Compliance Support Officer. • Report any maintenance items required on the children's crossing.
People	<ul style="list-style-type: none"> • Display a positive attitude, exercise patience and care when supervising children. • Proactively communicate to children and other pedestrians the correct safety protocol when using the crossing if required. • Assist and build a good rapport with the public and school staff. • Assisting the community particularly children, in safely crossing the road within specific practices and procedures according to training provided. • Promote and enhance the safety of children and the general public using the crossing.

School Crossing Supervisor

What are the key requirements?

Accountability and extent of authority	<ul style="list-style-type: none"> Accountable for the safe and competent operation of the designated school crossing within the specific practices and procedures of Manningham Council during school terms and in all weather conditions common to Melbourne. Assisting the community particularly children, in safely crossing the road within specific practices and procedures according to training provided.
Judgement and decision making	<ul style="list-style-type: none"> Ability to undertake routine and clearly defined tasks to ensure children and other pedestrians are crossing roads safely and resolve minor issues related to the role. Ability to effectively lift, utilise and operate safety equipment within the defined standards ensuring clear visibility for both motorists and pedestrians. Utilises vision and hearing to judge safe distances particularly when stopping oncoming traffic approaching the crossing. Ability to blow Crossing Supervisor whistle effectively to signal it is safe to cross the road and project voice to warn of potential emergency situations. Capability to work with limited supervision and report incidents to the City Compliance Support Officer as required. Exercise care when transporting equipment such as STOP sign and crossing flags to avoid injury. Ability to step up and down off standard height road guttering and mitigate risk when moving equipment.
Specialist knowledge and skills	<ul style="list-style-type: none"> Display knowledge of basic Victorian Road Rules, particularly those that apply to School Crossings. Competent understanding and ability to follow Safe Work Procedures to ensure community safety.
Interpersonal skills	<ul style="list-style-type: none"> Maintain a high level of awareness. Ability to record any breaches of the Road Rules applicable to the safety of children on the school crossing. Ability to correspond with City Compliance Support Officer and/or team via email or telephone.
Qualifications and experience	<ul style="list-style-type: none"> Experience in the same role and or experience in traffic safety or working with children highly regarded Drivers licence valid in Victoria preferred Consent to a National Police Records Check being conducted A current Working with Children Check (WWCC)