

Job Description

Job Title:	Safe Zone Road Attendant
Date last reviewed:	14/6/2024
Grade of post:	G2/P2
Location:	Seven Fields Primary School
Line Manager:	Mr Martin Dawson – Site Manager
Disclosure Level:	Enhanced DBS

Job Purpose:

To operate the road safety School Safe Environment Zone (SSEZ) patrol point in a safe manner, identifying hazards and the risks they present to children, adult carers and drivers, maintaining awareness of traffic movement and speed and to stop vehicles who are not allowed to use Leigh Road during the SSEZ hours.

https://www.swindon.gov.uk/info/20135/traffic_management/1147/school_safe_environment_zones_SSEZ

Main Responsibilities:

- to control the movement of traffic under the SSEZ scheme (further information can be provided)
- you will make the road safer for all users making sure cars are stopped at appropriate times
- you are self-motivated and willing to work outside in all weathers throughout the year to serve the community
- ability to remain calm when put under pressure by drivers or pedestrians
- you will be standing for the duration of your shift and will be required to carry some equipment
- Read and familiarise yourself with the most recent version of the SSEZ agreement
- to report any problems & details of incidents to your line manager
- good oral communication skills to be able to deal effectively with children, colleagues and other adults
- have excellent time-keeping skills
- have some basic IT skills to be able to log on to a computer to check work emails and complete any required online training.
- a basic level of literacy and numeracy sufficient to follow detailed written instructions and procedures and record necessary information during the course of the duty
- to always follow the school's policy and procedures on child protection
- adhere to all school policies for confidentiality at all times.

Working Conditions:

- you are required to be on your feet during work periods
- work in all weather conditions
- wear the required uniform whilst you are on duty
- the duties must at all times be carried out by the post holder in compliance with the River Learning Trust Equal Opportunities policies
- be responsible for your own safety and not endanger that of others in the workplace.

General responsibilities as part of the Trust:

- to support teaching and learning by providing high quality support as part of a committed and flexible team
- at all times act in accordance with agreed local and national policies and procedures
- contribute to the overall ethos/work/aims of the River Learning Trust
- appreciate and support the role of other professionals
- attend and participate in relevant meetings as required
- participate in training and other learning activities and performance development as required
- carry out other duties as required from time to time by line manager
- follow the Trust's Health and Safety rules and procedures and adhere to safeguarding principles
- whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Safeguarding Statement:

Seven Fields Primary School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.