

## Traffic Marshall Job Description

Responsible to: Site Maintenance Supervisor  
Salary Scale: Grade 4  
Working Time: 5 hours per week, term time only  
Monday to Friday: 8:00 am to 9:00 am

### Job Purpose:

The key responsibility is to ensure the safety and behaviour of students using the cycle track in immediate proximity to the school as they arrive or leave school

### Duties and Responsibilities

- To ensure the safety of students using the cycle track in immediate proximity to the school
- To control the flow of cyclists by rapidly assessing the traffic situation
- To maintain control over students who are arriving and departing school on bikes or on foot along the cycle track next to the school
- To restrict vehicular access to the site to vehicles with the relevant permits
- To provide a caring, authoritative and assertive approach to all members of the public
- To wear all the appropriate clothing supplied, in the correct manner, in order to comply with Health and Safety Regulations and to be visible and tidy at all times
- To report any problems and difficulties, as well as any information in connection to any incident or accident, to the Headteacher
- To deal with problems and complaints efficiently and calmly

### Supporting your own development

- Participate in regular performance reviews to ensure that any personal development needs are identified and met.
- Attend relevant professional development training. Review and maintain your own professional practice through agreed development activities.

### Other duties

- To be familiar with and adhere to all school policies.
- To fulfil your duties and responsibilities regarding safeguarding pupils, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.
- To set a good example in terms of dress, punctuality and attendance.

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.