

**School Crossing Patrol - Fivemiletown Primary School (Job Reference: 25005181)**

**Primary Location :** Tyrone-Fivemiletown-Fivemiletown Primary School and Nursery Unit

**Contract Type :** Permanent

**Duration of Contract/Contract End Date :** N/A

**Status :** Part-Time

**Hours per Week :** 12.5

**Working Pattern :** Monday - Friday (2.5 hours per day)

**Grade/Scale :** School Crossing Patrol | NJC pts 5 - 8 | £13.6288 - £14.2897 per hour

**Additional Allowance(s) :** A retainer fee is paid during school holidays

**Anticipated Interview Date(s) :** TBC

**Additional Information:** N/A

## **JOB DESCRIPTION**

**REPORTS TO:** The Transport Officer

## **JOB PURPOSE**

To undertake duties concerned with the safe passage of school children across roads to and from school, (for example, control and direction of traffic at crossing areas, operation of hazard warning signs, and identification of any roadside hazards).

## **MAIN DUTIES AND RESPONSIBILITIES**

- Control the behaviour of children at crossing areas.
- Comply with the relevant provisions contained in the Education Authority's official booklet of "Instructions to School Crossing Patrols".
- Carry out all duties to comply with:

**(a)** The Health and Safety at Work (NI) order 1978;

**(b)** Acts of Parliament, Statutory Instruments and Regulations and other legal requirements;

**(c)** Codes of Practice.

- Carry out all duties out in the working conditions normally inherent in the particular job.
- Complete all necessary paperwork.
- Carry out duties for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

This job description will be subject to review in light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.

In accordance with Section 75 of the Northern Ireland Act (1998), the post-holder is expected to promote good relations, equality of opportunity and pay due regard for equality legislation at all times.

To view the summary of terms and conditions for this post, [click here](#).

## PERSON SPECIFICATION

NOTES TO JOB APPLICANTS
<p>1. You must clearly demonstrate on your application form under each question, how, and to what extent you meet the required criteria as failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria, where relevant.</p> <p>2. You must demonstrate how you meet the criteria by the closing date for applications, unless the criteria state otherwise.</p> <p>3. The stage in the process when the criteria will be measured is outlined in the table below.</p> <p>4. Shortlisting will be carried out on the basis of the essential criteria set out in Section 1 below, using the information provided by you on your application form.</p>

5. Please note that the Selection Panel reserves the right to shortlist only those applicants that it believes most strongly meet the criteria for the role.

6. In the event of an excessive number of applications, the Selection Panel also reserves the right to apply any desirable criteria as outlined in Section 3 at shortlisting, in which case these will be applied in the order listed. It is important therefore that you also clearly demonstrate on your application form on how you meet any desirable criteria.

### Section 1 - Essential Criteria

The following are essential criteria which will initially be measured at the shortlisting stage and which **may also be further explored during the interview/selection stage**. You should therefore make it clear on your application form how, and to what extent you meet these criteria. Failure to do so may result in you not being shortlisted.

Factor	Essential Criteria	Method of Assessment
Other	Willingness to undertake job related training	Shortlisting by Application Form

### Section 2 - Essential Criteria

The following are **additional essential criteria** which will be measured during the interview/selection stage in line with [EA's Game Changing People Model](#).

<b>Factor</b>	<b>Essential Criteria</b>	<b>Method of Assessment</b>
<b>Knowledge</b>	Demonstrable knowledge of road safety and traffic awareness	Interview
<b>Skills/ Abilities</b>	In line with <a href="#">EA's Game Changing People Model</a> we will look for evidence of:  Excellent interpersonal and communication skills  Excellent customer service skills  Ability to use own initiative while following procedures	Interview
<b>Values Orientation</b>	Evidence of how your experience and approach to work reflect EA's ethos and values. You will find information about our Values <a href="#">here</a> .	Interview

### **Section 3 - Desirable Criteria**

Some or all of the desirable criteria may be applied by the Selection Panel in order to determine a manageable pool of candidates. Desirable criteria will be applied in the order listed. You should make it clear on your application form how, and to what extent you meet the desirable criteria, as failure to do so may result in you not being shortlisted.

Factor	Desirable Criteria	Method of Assessment
Experience	Evidence of experience of working with children and/or the public	Shortlisting by Application Form

### Our Values

Through the selection process we will also seek evidence that the personal values of candidates align with those of the EA. This will include evidence of commitment to equality and excellence in service delivery. These reflect our aim which is to meet the needs of all our children and young people equally, removing barriers to learning and ensuring equality of access to excellent education services so that every child can develop to his or her full potential.

### DISCLOSURE OF CRIMINAL BACKGROUND

The Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 defines working directly with children or young people or in specified places as 'regulated activity'.

In the event that you are recommended for appointed to a post that involves 'regulated activity', the Education Authority will be required to undertake an Enhanced Disclosure of Criminal Background. **Please note that you WILL be expected to meet the cost of an Enhanced Disclosure Certificate. Details of how to make payment will be sent to you at the pre-employment stage.**

Further information can be accessed on [www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks](http://www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks) or [www.justice-ni.gov.uk/articles/about-accessni](http://www.justice-ni.gov.uk/articles/about-accessni)

## **APPLICANT GUIDANCE NOTES**

To view the applicant guidance notes, please click [here](#).

To learn about the many great benefits of joining the Education Authority, click [here](#).

**The Education Authority is an Equal Opportunities Employer**