



School Crossing Patrol Officer – Alva Primary £19,399.77



Contents Page

[**Recruitment Process and Key Dates**](#)

[**About Clackmannanshire Council**](#)

[**The Corporate Plan 2018-22**](#)

[**Recruitment Charter**](#)

[**Job Profile**](#)

Recruitment Process and Key Dates

Apply online at www.myjobscotland.gov.uk. Applications should be submitted online using the forms provided through the myjobscotland portal.

CVs will not be considered.

All applications must be received by 11.59pm on the closing date. Late applications will not be considered.

Your application form should contain sufficient information and evidence to demonstrate that you have the skills and experience required for the post.

KEY DATES

We would ask that you note the dates of the recruitment timetable and ensure you are available to meet the scheduled arrangements.

- Closing date is 30th May 2022

You will be notified by email at each stage of the process. Please ensure that you check your junk/spam as sometime emails from my job Scotland go into there.

We will advise all candidates of the outcome of the recruitment process as soon as possible.

If you are the successful candidate:

- (a) You will be asked to submit a completed pre placement health questionnaire so that the necessary medical clearance can be obtained prior to commencement of employment.
- (b) We require **two** references. Your reference will be written to after interview. One must be from your current or most recent employer who may be contacted and can comment on your experience and competence for this post. Please state their position in the company / organisation. It would be helpful if you could advise your referees of these arrangements. Please ensure that the email address is correct for them on the application form before submitting as we contact all references by email, as this may delay the manager confirming a start date with you..
- (c) You may, depending on the type of post, be required to undergo a PVG/Disclosure check prior to a formal offer of employment being made by Clackmannanshire Council. This is now an online form, which you will be emailed a link and you only have 7 days to complete.

If successful detailed statements of particulars will be provided to you via email once all satisfactory pre-employments have been received.

About Clackmannanshire Council

Welcome to Clackmannanshire

Located in central Scotland, between the Ochil Hills and the River Forth, Clackmannanshire is recognised for its outstanding natural environment.

Clackmannanshire is a cost-effective living and business location. It is within easy commuting distance from most of central Scotland's major towns and cities.

The area benefits from a rail link to Glasgow and Edinburgh, while the Clackmannanshire Bridge gives a fast route across the Forth. The population of Clackmannanshire is just over 51,000.

The Council

Clackmannanshire Council has 18 councillors in 5 multi-member wards. Three political parties and an independent are represented on the Council.

The Council's transformation programme, Be the Future, sets out corporate priorities and outcomes which are aligned to the Local Outcome Improvement Plan (LOIP) and our vision and values as expressed in the Corporate Plan.

This alignment maintains a consistent focus on our key themes:

- Sustainable Inclusive Growth
- Empowering Families and Communities
- and Health and Wellbeing
- and provides a clear focus for Council investment and delivery.

Key Links

You can access additional background information at these links:

[Corporate Plan](#)

[Organisational Redesign](#)

[Demographic Information](#)

[Best Value Assurance Report](#)

Further information and documents are available on our website:

www.clacks.gov.uk

The Corporate Plan 2018-22

THE CORPORATE PLAN 2018-22, Be the FUTURE - OVERVIEW

Our Vision	We will be a valued, responsive, creative organisation, through collaboration, inclusive growth and innovation, to improve the quality of life for every person in Clackmannanshire.	
Our Outcomes	<ul style="list-style-type: none"> ● Clackmannanshire will be attractive to businesses and people and ensure fair opportunities for all. ● Our communities will be resilient and empowered so that they can thrive and flourish. ● Our families, children and young people will have the best possible start in life. ● Women and girls will be confident and aspirational, and achieve their full potential. 	
Our Priorities	Inclusive Growth, Jobs & Employability	Reducing Child Poverty
	Raising Attainment	Sustainable Health & Social Care
	Empower Families & Communities	Organisational Transformation
Our Values	Be the CUSTOMER	Listen to our customers, communicate honestly and with respect and integrity.
	Be the TEAM	Respect each other and work collectively for the common good.
	Be the LEADER	Make things happen, focusing always on our vision and outcomes, and deliver high standards of people leadership and corporate governance.
	Be the COLLABORATOR	Work collaboratively with our partners and communities to deliver our vision and outcomes.
	Be the INNOVATOR	Look outwardly, be proactive about improvement and strive always for innovation and inclusive growth.
	Be the FUTURE	Work always towards ensuring that we deliver our vision and live our values, so that we become a valued, responsive Council with a reputation for innovation and creativity.

Recruitment Charter

Our commitment to you as a job applicant

Clackmannanshire Council is an equal opportunities employer and is committed to promoting equality and social inclusion. The Council's aim is to ensure that unlawful or otherwise unjustifiable discrimination does not take place at any stage of recruitment.

- We will treat you in a polite, helpful and friendly manner at all times.
- When we contact you, we will give you the name, telephone number and email address of the member of staff who will deal with initial enquiries.

We will treat the information you provide in confidence and in line with our recruitment privacy notice. Only Human Resources staff and the recruitment panel will see your application form.

In accordance with General Data Protection Regulations and Data Protection legislation our recruitment privacy notice, included in this pack, provides information on how we process your personal information during and after the recruitment process and your rights in relation to this. We would ask that you read this document..

Our recruitment Process

- You will receive an instant automated email acknowledging your on-line application has been successfully received by the Council
- We will normally advise you if you are being selected for interview or not within 2 weeks of the closing date for the post. (For certain posts where a Recruitment Committee or members of a School Board are involved, this timescale may be varied).
- We will give you reasonable notice of the date of the interview and if you are required to make a presentation to the interviewing panel a minimum of 1 week's notice will be given. Unless specified in the advert.
- If you have indicated you have a disability/been in the armed forces or corporate parenting and meet all the essential criteria as outlined in the job profile and tick the 'guaranteed interview' box on the application form, you will be invited to interview.
- The Council will make any particular arrangements you need to enable you to attend the interview, e.g. a location with ramp access, a sign language interpreter, information in large print, interpreter. If you have particular requirements, please contact the named individual on the accompanying letter for assistance to discuss your needs.
- Full-time jobs within the Council, other than those granted exemptions, are eligible to be considered for job share.
- We ask you to provide personal details on the Equal Opportunities questionnaire. This information is not revealed to the selection panel but used to monitor our recruitment process.
- The information you provide on your application form will play a vital part in deciding whether you will be called for interview. It is important that you complete the application form as fully and as accurately as

possible. (On occasion applicants do not give enough relevant information about themselves and their experience).

- If you notify us you are unable to attend for interview at the time requested, we will try where possible to make alternative arrangements. This will however depend on the urgency to fill the post and / or availability of panel members.
- We do ask that you bring original copies of your qualifications and documentary evidence of your right to work within the UK when you attend for interview.
- If you are the successful candidate we will take up a number of pre employment checks including contacting the referees you detail on your application form. All pre-employment checks will need to be satisfactory before any formal offer of appointment is made
- For certain posts where there is a requirement for a PVG check, for which the timescale for receipt can vary no formal offer of appointment will be made until clearance has been received. You should consider this when handing in notice from your current position.
- Where an applicant has accepted an offer of employment issued from the Council, but subsequently declines to enter into terms of employment, then the costs of any security checks or otherwise, that have been incurred by the Council may be recovered in full from the applicant
- If you have been unsuccessful at interview, we will normally advise you within 2 weeks. Feedback will be available from the chair of the selection panel if requested.
- We are committed to achieving the standards we have set and acting on feedback from our customers. We welcome your comments. Please write / e-mail to the address below.

Contact: HR Services
Kilncraigs, Greenside Street
Alloa
FK10 1EB

e-mail: humanresources@clacks.gov.uk



Job Profile

This job profile sets out the principal responsibilities of the post at the time it was compiled. Such duties may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

Section A

Post Title: **School Crossing Patrol Officer**

Initial Location: Various Locations

In certain circumstances, during the course of your employment, you may be required to work either on a temporary or established basis at any of the Council's locations, or at other venues as advised, which will be within reasonable travelling distance. Where such a change is proposed this will be managed by a process of consultation.

Reports to post (Title):
Improving Outcomes Business Manager

Service: Education

Date last updated: 17/9/2020

Date if superseded:

Grading Section

Eval Ref: A1090

Post Number: E1

Grade: 3

Section B

ORGANISATIONAL RELATIONSHIP AND EMPLOYEE RESPONSIBILITY

This section describes the reporting relationships of the job within the immediate organisation and if appropriate has detail of the organisation a tier above and below the job. This also describes and responsibility for employees (if any).

School Crossing Patrol Officer tasks will normally be taken from the list below, being allocated by the Improving Outcomes Business Manager or Designate. Duties and responsibilities may change from time to time to meet individual need or circumstances without changing the level of responsibility entailed.

Improving Outcomes Business Manager

^

School Crossing Patrol Officer

The post holder has no supervisory responsibility.

Section C

PRINCIPAL PURPOSE AND OBJECTIVES

This section lists the main (headline) responsibilities/accountabilities of the job.

To undertake duties concerned with the safe passage of school children across roads to and from

school including the direction of traffic at crossing areas.

Section D

MAIN DUTIES AND RESPONSIBILITIES

This section provides detail of the main responsibilities/accountabilities. Individual tasks may be included. (Note these are illustrative and are not exhaustive).

To ensure the safety of children crossing the road at designated points between specified times during the day.

Able to maintain control over children who are awaiting your instructions to cross.

To switch on and off the flashing amber lights where situated, at the beginning and end of duty and to report any faults.

To use all uniform and equipment provided for the safety of yourself, children and other members of the public, especially when stopping traffic on the Highway.

To report any problems or difficulties to Manager.

To carry out the Council's policy with regard to the School Crossing Patrol Service which includes Health and Safety Procedures.

The post holder will work within national, local authority and school delivered policy frameworks. The post holder is expected to exhibit sound judgement based on these frameworks.

Section E**KNOWLEDGE, SKILLS AND EXPERIENCE**

This section details the knowledge and skills including any qualification, specific training or experience required.

Essential:

Criteria		Means of Assessment e.g. Application, Interview, Reference, Certificate
1.	Confidence, reliability and consistency in approach	Application Interview
2.	Good listening skills	Application Interview
3.	PVG Clearance	Application Certificate
4.	Medically Fit	Occupational Health
5.	Physically Fit	Occupational Health
6.	Lives Locally	Application Form
7.	Phone Contact	Application Form
8.	Mature attitude to work	Application Form Interview

Desirable:

Criteria		Means of Assessment e.g. Application, Interview, Reference, Certificate
1.	Experience of working with children	Application Interview
2.	Road Sense	Application Interview Driving Licence
3.	Previous experience in a paid or voluntary capacity	Application Interview
4.	Ability to work on own initiative	Application Interview Reference
5.	Ability to work outdoors	Application Interview

Section F**WORKING ENVIRONMENT AND PHYSICAL REQUIREMENTS**

This section details the predominant physical environment of the job e.g. Indoor/outdoor working, hazardous conditions and any specific physical effort.

The post holder will be expected to carry out duties outdoors and required to be standing and walking during work periods, to work in all weather conditions and to wear the legally required uniform whilst on duty.

Section G

PHYSICAL CO-ORDINATION

This section details the predominant demand for physical skills and co-ordination required to undertake this job. For example: operation of hand tools, keyboard skills, driving and other equipment.

The post holder will be required to carry and control a School Crossing Patrol Sign using the correct procedure.

Section H

MENTAL SKILLS

This section details the level of problem solving, analysis, creativity, forward planning/scheduling required.

The post holder must be able to take responsibility and make good judgements as necessary.

Section I

CONCENTRATION

This section details the work related pressures which may make concentration more difficult and also the responsiveness required of the job holder. For example: Service related deadlines, internal/external deadlines, conflicting demands.

The post holder must be alert at all times.

Section J

COMMUNICATIONS SKILLS AND DEALING WITH RELATIONSHIPS

This section notes examples of the individuals or organisations with whom the post holder will come into regular contact and explains the nature of the communication and level of skill required by the post holder. E.g. dealing with complaints, clients etc.

The post holder must be able to build and maintain positive relationships with pupils, parents and colleagues. School Crossing Patrol staff will not be expected to discuss pupil progress with parents or other interested parties.

Section K

PHYSICAL ASSETS, DATA AND FINANCIAL RESOURCES

This sections details responsibility for **physical assets**, e.g. vehicles, buildings, stock control/procurement, **data** e.g. computers, record keeping **financial** the direct/indirect responsibilities for financial resources, from handing cash and cheques, through processing invoices and other financial transactions, to accounting for financial resources and budgetary activities.

None

Section L

INITIATIVE AND INDEPENDENCE

This section details the problems which the post holder must deal with in the course of normal working, the decisions which the jobholder is able to take, and the extent to which advice and guidance is available (Note, these are illustrative and are not exhaustive).

The post holder must be able to commit to personal development and seek advice appropriately.

The post holder must be confident, reliable and consistent in approach.

Section M**EQUAL OPPORTUNITIES**

Staff are expected to promote equality of opportunity.

As a member of staff you will be expected to uphold and promote the Council's policy commitments to equality and diversity and its legal obligations under the Equality Act as well as ensuring the fair, equitable and non-discriminatory treatment of service users, colleagues and partners.

Section N**HEALTH AND SAFETY**

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required to take care of their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and current and appropriate codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and must comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.