

JOB DESCRIPTION

Job Title: Pedestrian Escort
Responsible to: School Business Manager and Headteacher

OVERALL RESPONSIBILITY

Assisting pedestrians, pupils and parents in the crossing of the road immediately outside the school entrance.

MAIN DUTIES AND RESPONSIBILITIES

- Open/close the KS1 gate and the Yr3/4 playground gate.
- Close/open the gates to the carpark.
- Stand on the pavement, the side where people will arrive (usually opposite the school entrance in the morning and the same side as the school in the afternoon) and assist pedestrians in the crossing of the road, as required, when it is safe to do so. Do not attempt to stop the traffic.
- Remain polite at all times.
- Inform the school of any incidents or situations in which a driver has behaved in an inconsiderate or dangerous way and report it to the Police, if necessary, on their non-emergency number 101.

HEALTH & SAFETY

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety and Welfare.
- You will be provided with hi-viz vest. You are responsible for informing the office of any additional requirements you have and the need for replacing worn personal protective equipment.

CONTINUING PROFESSIONAL DEVELOPMENT

- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
- Take part in the school's performance management process evaluating and improving own practice.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.