

SCHOOL CROSSING SUPERVISOR

CLASSIFICATION: Band 1

OCCUPANT: Vacant

DATE: 2025

POSITION CONTEXT & OBJECTIVE(S):

To ensure safe operation of a school crossing while school crossing flags are displayed.

KEY RESPONSIBILITIES AND DUTIES:

1. To ensure safe passage of children and adults at the school crossing in accordance with training provided.
2. To staff the designated crossing at the times scheduled.
3. To notify the Co-ordinator Local Laws, Traffic, Fire & Animal Control if unable to fulfil their duties.
4. To present at the school crossing with the appropriate safety equipment and maintain this equipment in good order.

KEY SELECTION CRITERIA:

Applicants should address the following in their applications

1. General understanding of the road regulations.
2. Ability to relate to school age children and adults.
3. Demonstration of good road sense and judgement.
4. Ability to gain co-operation and assistance from users.
5. Effective communication skills with the ability to identify and discuss problems.

The qualifications, skills and experience outlined in this position description are ideals to which the occupant will aspire. Unless specifically stated, they are not absolutely essential.

GENERAL EMPLOYMENT PROBITY CHECKS:

The incumbent must have and maintain a current Fit2Work (Police Records):

☒ YES

The incumbent must have and maintain a Working with Children Check:

☒ NO

ORGANISATIONAL RELATIONSHIPS:

Reports to: Co-ordinator Local Laws, Traffic, Fire & Animal Control

Supervises: Nil

Internal Contacts: Other Council Officers

External Contacts: General Public, School Children, School Authorities

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

Accountable for the staffing and safe management of pedestrian movements.

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JUDGEMENT AND DECISION MAKING:

- Tasks to be performed are routine and clearly defined.
- The work requires a clear understanding of methods, procedures and equipment used.

SPECIALIST KNOWLEDGE AND SKILLS:

The following knowledge and skills are required to be utilised:

- Good road sense.
- Good judgement.

MANAGEMENT SKILLS:

The following management skills are required to be utilised:

- Ability to achieve goals and objectives.

INTERPERSONAL SKILLS:

The following interpersonal skills are required to be demonstrated:

- Ability to relate to school children and adults in a firm and friendly manner.
- Ability to solve minor problems.

QUALIFICATIONS AND EXPERIENCE:

The following qualifications and experience are required for the position:

- Mature and responsible person with demonstrated good judgement.

TERMS AND CONDITIONS OF EMPLOYMENT:

The Terms and Conditions in this Position Description are to be read in conjunction with the Warrnambool City Council Enterprise Agreement.

AGREEMENT:

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms & Conditions of Employment and I agreed to abide by the terms and conditions stipulated therein.

Name:	
Signature:	
Date:	