

Post Title:	School Streets Steward
Grade:	Dorset Grade 2, SCP 2
Accountable to:	School Leader/Operations Manager
Place of Work:	Upton Junior School
FTE:	£24,413

Role Remit:

To monitor and maintain the temporary restrictions on motorised traffic in a designated zone during school drop-off and pick up times.

Key Responsibilities:

General

- Managing traffic flow around the designated zone including:
 - Managing a closure point
 - Managing vehicle access
 - Walking authorised traffic through the restricted zone
- Communicating with the public, what is happening, recommending diversion routes, directing to parking spaces and waiting times.
- Collecting and setting up an appropriate barrier in line with agreed practices
- Ensuring temporary timings are strictly adhered to
- Ensuring the health and safety of road users within the zone.
- Ensuring the road is promptly cleared and safe to use for the designated zone reopening time.
- Supporting key messages and positively contributing towards raising the profile of the School Streets

Work Environment

- The post requires lone working within the designated zone at school drop off and pick up times.
- The post holder must adhere to health and safety procedures and ensure that PPE for the role is worn at all times
- The post requires outdoor work in all weather conditions, including adverse weather conditions.

Other Duties:

At an appropriate level, according to the job role, grade and training received, all employees in the School/Trust are expected to:

- Support the aims, values, mission and ethos of the Trust and participate to the team approach of the School/Trust
- Attend and contribute to staff meetings and training days as required, and identify areas of personal practice and experience to develop
- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/academy and keep confidences appropriately
- The post holder at all times, whether or not in the employ of our schools or Trust and except where such information is in the public domain maintain the strictest secrecy with regard to the business affairs of our schools or Trust and its customers/stakeholders, products and product lists
- Be aware of health and safety issues and act in accordance with the Health and Safety Policy
- To liaise with other staff, contractors and outside agencies/organisations as appropriate

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar, and they have appropriate qualifications or received appropriate training to carry out these duties.

Manager Signature:

Employee Signature:

Date: