


<b>JOB DESCRIPTION</b>	School Crossing Officer/Supervisor overview
<b>Job overview</b>	The role of a School Crossing Officer is to ensure safety of children and other pedestrians whilst crossing roads within the vicinity of a school. The Supervisors are required to utilise their whistle and stop sign in order to control the flow of traffic and pedestrians in a safe effective manner across the allocated roads/crossing.
<b>Environment</b>	Outdoor environment with exposure to full season conditions such as wind, rain and direct sunshine. Paved, level surfaces.
<b>Psychosocial demands</b>	High levels of concentration focus and attention. Clear and concise direction.
<b>Shifts</b>	Up to 10 hours per week, Monday to Friday. 8:00am-9:00am and 3:00pm-4:00pm. Relieving staff members/supervisors may work between 1-10 hours per week.
<b>Equipment</b>	Whistle, pen and notebook, orange school crossing flags, stop sign/lollypop, correct uniform including safety vest and incident report forms
<b>PPE</b>	High visibility safety vest, hat, non-skid close toed shoes, sunscreen and clothing appropriate to season.

<p><b>Overall Physical Demand Rating:</b></p>  <p style="text-align: center;"><b>LIGHT</b></p>	<p style="text-align: center;"><b>LIGHT</b></p> <p>Manual handling 9kg of force occasionally, or 4.5kg of force frequently, or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary work.</p>
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**Key: N:** Never, **O:** Occasional 1- 33%of 8hr work day, **F:** Frequent 34-66%, **C:** Constant 67-100%, **MH:** Manual Handling

Postural Tolerance	N	O	F	C	Comments	Manual Handling	N	O	F	C	Comments
<b>Stand</b>				X	Up to one hour at a time.	<b>Lift</b>		X			Lifting crossing flags and sign, below shoulder height. Unilaterally. Occasional lifting of up to 3kg.
<b>Walk</b>			X		Up to a maximum of 70% of time over distances less than 30m, pending crossing requirements.	<b>Carry</b>		X			Carrying crossing flags and sign, below shoulder height. Generally, no further than 30m at any one time. Unilaterally. Occasional carrying up to 3kg.
<b>Squat</b>		X			Only required if there is a fall by a child between the lines of a cross, rare.	<b>Push/Pull</b>	X				Not required
<b>Bend forward</b>	X				Not required	<b>Forward reach</b>		X			Only for jobs that require flags, below shoulder height.
<b>Sit</b>	X				Not required	<b>Grip/Grasp</b>			X		Unilaterally with sign.
<b>Kneel</b>	X				Not required	<b>Driving</b>	X				Not required as part of role
<b>Trunk twist</b>	X				Not required	<b>Bilateral upper limb movements</b>			X		Unilaterally whilst extending sign.
<b>Cognitive demands</b>	Yes	No			Comments	<b>Cognitive demands</b>	Yes	No			Comments

Memory	X		If remembering children's names.	Colleague interaction		X	Not required
Concentration		X	To be constantly attentive to traffic and pedestrians' behaviours	Consumer interaction	X		To children and pedestrians.
Abstract thinking		X	Not required.	Fast paced work	X		Rare, however may be required around unpredictable pedestrians/children and traffic
Decision making	X		Whilst looking to stop/direct traffic and children.	Numeracy and literacy skills		X	Not essential, however important if making incident reports.
Comprehend and follow instruction		X	Not required.	Work autonomously or within team	X		Working autonomously.

**Main Duties**



Figure One: Crossing flags.

**Duties outline: Setup and pack down**

Supervisor to park vehicle legally nearby crossing and is to take equipment out of car if at a children's crossing and setup accordingly. Setup includes placing crossing flags (Figure one) into allocated poles at crossing area and carry Stop sign (Figure two) to side of crossing in preparation for supervision. Pack down requires dislodging crossing flags from poles and carrying these and stop sign to vehicle. This is not required at traffic light crossings.

**Key Physical Demands:** Lift and carry up to 3kg, walking up to 30m, forward reach with unilateral or bilateral upper limb below shoulder height.

**Key Cognitive demands:** Concentration, sustained focus, attention and vigilance.

**Key Environmental considerations:** Outdoor environment with exposure to full season conditions.



Figure Two: Stop sign/pole/lollipop

**Duties outline: Crossing supervision**

Officer is required to supervise a range of crossings including school crossings, traffic lights and pedestrian lights. Utilising whistle and stop sign, supervisor is to enter crossing and direct children and pedestrians to cross safely upon break in traffic or green pedestrian lights. Supervisor is to ensure traffic is at full stop and is to hold stop sign at approximate angle of 45degrees with the 'STOP' facing approaching motorists. Once children and pedestrians have fully exited crossing, supervisor may exit crossing.

**Key Physical Demands:** Constant standing, Constant unilateral gripping, lift and carry up to 3kg, frequently walk up to 30m at a time, unilateral shoulder flexion up to 90degrees.

**Key Cognitive demands:** Concentration, sustained focus, attention and vigilance.

**Key Environmental considerations:** Outdoor environment with exposure to full season conditions.

Task Modifications available	
<b>Physical modifications</b>	Able to adjust heights of stop pole/sign.
<b>Cognitive modifications</b>	Nil.
<b>Environmental modifications</b>	Can allocate supervisors to areas of traffic light crossings, thus not required to lift/setup flags.