

Disgrifiad Swydd a Manyleb y Person



MANYLION Y SWYDD

Teitl y Swydd:	Hebryngydd Croesfannau Ysgol
Rhif Adnabod Gwerthuso Swydd:	0626EN
Gradd:	4
Cyfadrn:	Economi a'r Amgylchedd
Adran:	Seilwaith
Isadrn:	Strategaeth Cludiant a Diogelwch y Ffyrdd
Lleoliad:	Amryw o leoliadau
Yn atebol i:	Goruchwylydd Hebryngwyr Croesfannau Ysgol

DIBEN Y SWYDD

Sicrhau bod disgyblion a cherddwyr yn croesi'r ffordd yn ddiogel mewn lleoliad penodol, wrth iddynt fynd i ac o'r ysgol, gan sicrhau eu hiechyd a'u diogelwch bob amser.

MEYSYDD CANLYNIADAU ALLWEDDOL

Sicrhau diogelwch plant a cherddwyr.

Dibynadwy.

Ystyried ymwybyddiaeth traffig.

Gweithredu polisi'r Cyngor mewn perthynas â Chanllawiau a Llawlyfr Hebryngwyr Croesfannau Ysgol.

Cadw at weithdrefnau lechyd a Diogelwch.

PROFFIL MANWL O'R DASG

Sicrhau gwelededd a llwybr diogel i gerddwyr bob amser.

Yn gyfrifol am ddarparu gwybodaeth ynghylch newidiadau i'r ardal y patrolwyd a allai fod angen asesiad risg.

Dyletswydd i hysbysu'r ysgol a'r rheolwr llinell am unrhyw absenoldeb.

Cynnal cysylltiadau cyhoeddus gyda rhieni a gyrwyr.

Dyletswydd i wisgo gwisg ysgol bob amser a gyflenwir gan CBS Caerffili yn unig i safon BSI.

Dyletswydd i arddangos arwydd SCP bob amser wrth groesi aelodau'r cyhoedd.

Bod yn brydlon bob amser.

Arddangos 'Conau Gwyrdd' yn unol â'r cyfarwyddiadau dim ond os yw'r ysgol wedi'u darparu â nhw. Bydd yn golygu ychydig o godi a chario.

Rhoi gwybod am unrhyw broblemau, h.y. gwrthdaro ag aelodau o'r cyhoedd, parcio anystyriol ac ati i'r rheolwr llinell.

Ymgymryd ag unrhyw hyfforddiant a ystyrir yn angenrheidiol ar gyfer y swydd yn ôl yr angen i gynnwys unrhyw hyfforddiant sy'n deillio o asesiadau perfformiad.

PERTHNASOEDD GWEITHIO ALLWEDDOL

Pennaeth a/neu Ysgrifennydd yr ysgol, swyddogion y Cyngor, disgyblion ac ystod o asiantaethau partner o bosibl, h.y. Heddlu Gwent a Chynghorwyr.
Tîm Diogelwch y Ffyrdd.
Wardeiniaid Diogelwch Cymunedol CBSC

CYFRIFOLDEBAU AM STAFF

Teitlau Swyddi, Niferoedd a Lefel Atebolrwydd

Dim cyfrifoldeb rheoli llinell uniongyrchol heblaw cynorthwyo i ymgyfarwyddo â gwaith cydweithwyr a recriwtiaid newydd.

CYFRIFOLDEBAU AM ADNODDAU

Cyllid, Peiriannau, Adeiladau neu Gyfarpar

Gwisg Hebryngwyr Croesfannau Ysgol, Côt, Het ac arwydd SCP.

Systemau Data

Dim

AMGYLCHEDD GWAITH

- Lleoliad ymyl y ffordd ar safle penodol o fewn Cyngor Bwrdeistref Sirol Caerffili, nid o reidrwydd wedi'i leoli y tu allan i'r ysgol.
- Amgylchedd y tu allan yn unig.
- Gweithio mewn tywydd garw oni bai bod yr ysgol ar gau.
- Posibilrwydd o newid lleoliad oherwydd ceir wedi parcio, gwaith ffordd ac ati.
- Dosbarthu 'Conau Gwyrdd' gyda chymorth y troli a ddarperir. Swm bach o drin â llaw.
- Risg o gam-drin geiriol, gyrwyr anystyriol, amodau rhewllyd.

GOFYNION YCHWANEGOL

Cyfyngiad Gwleidyddol:	Na
Gwiriad y Gwasanaeth Datgelu a Gwahardd:	Manwl
Gwiriad y Rhestr Wahardd:	Plant
Asesiad Meddygol Sylfaenol Cyn Cyflogaeth:	Oes
Cofrestru:	Na

Yn deall ac yn gallu arddangos egwyddorion cyfrinachedd.

Yn gweithio o fewn polisïau a gweithdrefnau'r Cyngor, gan gynnwys cydnabod y ddyletswydd i ddiogelu oedolion, plant a phobl ifanc sy'n agored i niwed.

Yn deall ac yn dangos ymrwymiad i bolisïau'r Cyngor.

Yn dangos ymrwymiad i ddatblygiad personol parhaus.

Mae'r dyletswyddau a chyfrifoldebau yn anodd eu diffinio'n fanwl a gallen nhw amrywio o dro i dro heb newid natur gyffredinol y dyletswyddau neu lefel y cyfrifoldebau dan sylw. Felly, mae disgwyl i ddeiliad y swydd ymgymryd â dyletswyddau eraill yn ôl y gofyn, ar yr amod na fydd natur gyffredinol y dyletswyddau na lefel y cyfrifoldebau yn newid.

MANYLEB Y PERSON

	HANFODOL	DYMUNOL
CYMWYSTERAU	Nid oes angen unrhyw gymwysterau penodol	Cymorth Cyntaf
GWYBODAETH	Dealltwriaeth dda o ddefnydd ffyrdd ac ymwybyddiaeth o draffig	Mae dealltwriaeth o 'ddiogelu' yn ddymunol, er y rhoddir hyfforddiant
SGILIAU	<p>Prydlon a dibynadwy</p> <p>Y gallu i wneud penderfyniadau lle bo'n briodol</p> <p>Sgiliau Codi a Chario lle bo angen (dosbarthu 'Conau Gwyrdd')</p> <p>Sgiliau cyfathrebu da</p> <p>Y gallu i ddelio ag ymddygiad heriol</p>	Sgiliau Cymraeg
PROFIAD		Profiad blaenorol o weithio gyda phlant a/neu'r cyhoedd
ARALL	<p>Y gallu i deithio o amgylch y Fwrdeistref Sirol</p> <p>Gallu a pharodrwydd i ymgymryd â hyfforddiant yn ôl yr angen o fewn y rôl</p>	

AWDURDODI'R SWYDD

PENNAETH GWASANAETH:	Marcus Lloyd	DYDDIAD:	28/11/2018
RHEOLWR:	Kerry Watkins	DYDDIAD:	
ADNODDAU DYNOL:	Janine Harrington	DYDDIAD:	28/11/2018

ADOLYGU'R SWYDD

SWYDDOG:		DYDDIAD:	
SWYDDOG:		DYDDIAD:	
SWYDDOG:		DYDDIAD:	

Job Description and Person Specification



POST IDENTIFICATION

Post Title:	School Crossing Patrol
Job Evaluation ID:	0626EN
Grade:	4
Directorate:	Economy and Environment
Division:	Infrastructure
Section:	Transport Strategy and Road Safety
Location:	Various locations
Responsible to:	School Crossing Patrol Supervisor

JOB PURPOSE

Ensure safe crossing of all children and other pedestrians at a specific location going to and from school, ensuring their health and safety at all times.

KEY RESULT AREAS

Ensure the safety of children and pedestrians.

Dependable and reliable.

A regard for traffic awareness.

Carry out the Councils policy with regard to School Crossing Patrol Guidelines and Handbook.

Adhere to Health and Safety procedures.

DETAILED TASK PROFILE

Ensure visibility and safe passage for pedestrians at all times.

Responsible for providing information regarding changes of area patrolled which may require a risk assessment.

Duty to keep school and line manager informed of any absence.

Maintain public relations with parents and drivers.

Duty to wear uniform at all times supplied only by Caerphilly CBC to BSI standard.

Duty to exhibit SCP sign at all times whilst crossing members of the public.

Be punctual at all times.

Display 'Green Cones' as instructed only if school has been provided with them. Will involve small amount of manual handling.

Report any problems, ie confrontation with members of the public, inconsiderate parking etc to the line manager.

Undertake any training considered necessary for the post as required to include any training resulting from performance assessments.

KEY WORKING RELATIONSHIPS

Head Teacher and / or Secretary of the school, Council officers, pupils and a potentially a range of partner agencies i.e. Gwent Police and Councillors.
Road Safety Team.
CCBC Community Safety Wardens

RESPONSIBILITIES FOR STAFF

Post Titles, Numbers and Level of Accountability

No direct line management responsibility other than assisting in work familiarisation of colleagues and new recruits.

RESPONSIBILITIES FOR RESOURCES

Financial; Plant; Buildings or Equipment

School Crossing Patrol Uniform, Coat, Hat and SCP sign.

Data Systems

None.

WORKING ENVIRONMENT

- Kerbside location on a specific site within Caerphilly County Borough Council, not necessarily situated outside the school.
- Outside environment only.
- Working in inclement weather conditions unless school is closed.
- Possibility of changing location because of parked cars, road works etc.
- Distribute 'Green Cones' with aid of trolley provided. Small amount of manual handling.
- Risk of verbal abuse, inconsiderate drivers, icy conditions.

ADDITIONAL REQUIREMENTS

Politically Restricted:	No
Disclosure and Barring Service Check:	Enhanced
Barred List Check:	Children
Baseline Pre Employment Medical Assessment:	Yes
Registration:	No

ORGANISATIONAL RESPONSIBILITIES

Understands and demonstrates the principles of confidentiality.

Work within the policies and procedures of the Council including recognising the duty to protect vulnerable adults, children and young people.

Understands and demonstrates commitment to the Council's policies.

Demonstrate commitment to ongoing personal development.

The duties and responsibilities are difficult to define in detail and may vary from time to time without changing the general character of the duties or level of responsibilities entailed. The post-holder is therefore expected to undertake such other duties as may be requested provided the general character of the duties or level of responsibility does not change.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATION	No specific qualifications required	First Aid
KNOWLEDGE	Good understanding of road use and traffic awareness	Understanding of 'safeguarding' desirable, although training will be given
SKILLS	<p>Punctual and reliable</p> <p>Ability to make decisions where appropriate</p> <p>Manual Handling skills where necessary (distribution of 'Green Cones')</p> <p>Good communication skills</p> <p>Ability to deal with challenging behaviour</p>	Welsh language skills
EXPERIENCE		Previous experience of working with children and/or the public
OTHER	<p>Ability to travel around the County Borough</p> <p>Ability and willingness to undertake training as required within the role</p>	

COMPETENCY FRAMEWORK

CORE COMPETENCIES

AREA OF COMPETENCE	COMPETENCIES
Job Knowledge	Level 1: Understands the role to perform duties effectively and efficiently. Appreciates the need to support and respect equalities principles. Able to confidently answer questions on area of responsibility. Understands the impact of own work on others.
Communicating & Persuading	Level 2: Communicates with colleagues and customers in an appropriate way consistent with their level of understanding. Confirms understanding with others and shows appreciation of the views and opinions of colleagues and customers. Can find common ground on which to move forward.
Customer Service	Level 1: Delivers a very high standard of service to all customers both internal and external. Maintains a positive image of the Council. Puts themselves in the customer's shoes. Understands what is expected in terms of customer service. Understands the importance of equalities issues in customer service.
Innovation & Change	Level1: Open and receptive to new ideas. Looks at how can improve own job process to improve performance and makes suggestions for improvement. Adapts well to change.
Problem Solving	Level 1: Uses common sense to deal with routine issues. Can quickly identify a problem, establish the correct course of action from a limited range of well-established options and implement the right solution. Escalates problems to line manager or appropriate officer if the issue is non-routine.
Decision Making & Judgement	Level 2: Contributes to decision making. Makes decisions within the scope of the role. Takes action when opportunities present themselves and acts decisively as appropriate. Is able to justify and explain decisions and solve problems.
Planning & Organising	Level 1: Completes workload within timescales set. Plans and prioritises own time. Keeps track of own tasks. Updates others when spots a potential problem. Works to targets set and delivers results.
Personal Drive & Effectiveness	Level 2: Looks at opportunities to continuously improve performance, knowledge and skills. Delivers to plans and targets. Willingly accepts challenging goals. Works effectively without direct supervision. Displays resilience and tenacity to demands faced. Seeks feedback from others on own performance.
Teamwork	Level 1: Supports team working and morale positively. Co-operates with colleagues and manager to improve team effectiveness. Understands where role fits into the team. Aware of own impact on others. Contributes fully to the team. Treats all colleagues with dignity and respect.

MANAGEMENT COMPETENCIES

AREA OF COMPETENCE	COMPETENCIES
People	NA
Political Understanding	NA
Leadership	NA
Resources & Performance	NA

POST AUTHORISATION

HEAD OF SERVICE:	Marcus Lloyd	DATE:	28/11/2018
MANAGER:	Kerry Watkins	DATE:	
HR:	Janine Harrington	DATE:	28/11/2018

POST REVIEW

OFFICER:		DATE:	
OFFICER:		DATE:	
OFFICER:		DATE:	