

Lancashire County Council

PERSON SPECIFICATION

Grade Profile - Grade 5

Applies to **all** posts at Grade 5

Purpose To apply practical methods, techniques, work procedures or processes in support of, or delivery of, the service.
Scope of Work Role holders will undertake a range of standardised procedures, some of which may be relatively complex, and use associated tools and equipment. Role holders may be expected to respond independently to unexpected problems or situations.
Accountabilities / Responsibilities The following are a range of duties that are appropriate to this grade. The Operational Context Form will specify duties appropriate for the role. <input type="checkbox"/> Instructing and checking the work of others; or <input type="checkbox"/> Planning and organising tasks; or <input type="checkbox"/> Interpreting information, solving task-related problems or implementing regulations; or <input type="checkbox"/> Producing work of the required standard; or <input type="checkbox"/> Providing advice and guidance on established internal policies and procedures.
Skills, knowledge and experience <input type="checkbox"/> Previous relevant experience or the ability to demonstrate the competence to carry out of the job. <input type="checkbox"/> Possession of, or the ability to demonstrate the capability to gain, relevant qualifications, licences or equivalent where applicable. <input type="checkbox"/> Enhanced skills appropriate to the job discipline. In addition to the skills, knowledge and experience described above, you may be required to undertake a lower graded role as appropriate. (covering a crossing)
Performance Indicators <input type="checkbox"/> Completion of work, to required standards and deadlines.

Lancashire County Council

Operational Context Form

Post title: School Crossing Patrol Area Organiser			
Directorate: Place		Location:	Hybrid -: Home, Onsite, Cuerden Depot, County Hall.
Establishment or team:		School Crossing Patrol Service	Post numbers: F-176-0103 F-177-0050
Grade:	Grade 5	Staff responsibility:	Yes
		Essential Car user:	Yes (Business Insurance Required)
<p>Scope of Work:</p> <ol style="list-style-type: none"> To represent excellence in service provision through dedication to efficiency, quality, partnership and customer care. Recruit, train and support SCP staff within the Lancashire area, maintain accurate records and ensure an effective service is provided. 			
<p>Accountabilities/Responsibilities:</p> <ol style="list-style-type: none"> Recruitment and supervision of school crossing patrol personnel. Training of school crossing patrols in accordance with established practice under the Road Traffic Regulation Act 1984. To arrange effective relief cover, maintain a bank of trained staff at appropriate levels, to cover crossings as necessary. Processing of pay variation forms for permanent and relief patrols, keeping personnel records, including absences and other changes to working arrangements, accident / incident reports. Assessment of any relative allowances (individual compensation). Liaise with manager regarding equipment and uniform (PPE). The management of training records, full and thorough accident / incident management. The following of quality and complaints reporting procedures. Professional liaison with schools in any designated area, regarding school closures etc. Have a computer literate mind with the ability to maintain digital records and spreadsheets. 			
Prepared by:	Jason Knight		Date: 8th April 2026

The above form sets out the area of work in which duties will generally be focused and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must cooperate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

Lancashire County Council

Person specification		
Post title: School Crossing Patrol Area Organiser	Grade: Grade 5	
Directorate: Place	Post number: F-176-0103	
Establishment or team: School Crossing Patrol		
Requirements	Essential (E) or Desirable (D)	To be identified by: application form (AF), interview (I), test (T), or other (give details)
Qualifications		
G.C.S.E. or Equivalent Grade C English and Maths	D	AF
Experience		
Comprehensive organisational skills	E	AF / I
Supervision of a large team	E	AF / I
Literacy, numeracy and communication skills	E	AF / I
Knowledge and skills		
Physical fitness including good eyesight and hearing	E	AF / I
Car owner / driver	E	AF / I
Geographical knowledge of the area	D	AF / I
Other (including special requirements)		
1. Commitment to equality and diversity	E	I
2. Commitment to health and safety	E	I
3. Commitment to attendance at work	E	I
Date: 21/01/2026		
Note: We will always consider your references before confirming a job offer in writing.		

LANCASHIRE COUNTY COUNCIL

PRE-EMPLOYMENT RISK IDENTIFICATION FORM (R.I.F.)

(NB Completion of this form does not fulfil the requirement to undertake a general risk assessment under the management Health and Safety at Work Regulations 1999)

A Pre-employment Risk Identification Form must be completed by the Head of Service/ Headteacher/Line Manager. If any assistance is required in completing this form, please contact the Health and Safety Team.

CONFIDENTIAL

Team/Establishment	School Crossing Patrol
Post title	School Crossing Patrol Area Organiser
Description of main activities the employee will be required to undertake (or attach role profile)	
Form completed by: Jason Knight	

A. The post to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)

Managers should note that if any of the following 10 activities are involved, there is an automatic requirement for a pre-employment assessment by Occupational Health and, possibly, for subsequent Health Surveillance.

		YES	NO
1	Work at heights (e.g. over 2m from tall step/extension ladders; scaffold towers, roof work etc).	<input type="checkbox"/>	X
2	Work in excessively noisy environments above statutory control limits (Highly unlikely to include examples associated with any office environments. Examples might include use of woodworking machinery, road drilling, masonry cutting etc).	<input type="checkbox"/>	X
3	Work in unusual environmental conditions (e.g. where access or egress or free flow of air may be restricted or where there may be a build-up of gases, vapours or fumes or the use of breathing apparatus is required).	<input type="checkbox"/>	X
4	Use of hand operated tools and equipment known to be associated with hand arm vibration syndrome (e.g. percussive metalworking tool; rotary handheld tool [not floor polishers]; grinders; percussive hammers and drills etc).	<input type="checkbox"/>	X
5	Driving a heavy goods vehicle, coach, bus or minibus belonging to Lancashire County Council, transporting others in their own vehicle, or regularly transporting more than three other people as part of normal duties.	<input type="checkbox"/>	X
6	Some contact with hazardous substances (e.g. chemicals with an orange warning label indicating: very toxic; toxic; harmful; corrosive; sensitising by inhalation/skin contact; carcinogenic; mutagenic; toxic for reproduction; professional bio/pesticides; organophosphates; glutaraldehyde; latex gloves).		X <input type="checkbox"/>
7	Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust.	<input type="checkbox"/>	X
8	Work with lead or lead-based products (e.g. some paints).	<input type="checkbox"/>	X
9	Food handling/preparation (of raw or uncooked food only).	<input type="checkbox"/>	X

10	Occupational fieldwork or work in extreme conditions (e.g. involving excessive heat or cold or frequent walking for long distances over rough terrain in all weather conditions, forestry/countryside work).	<input type="checkbox"/>	X
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B. The post to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)

This section is for the information of applicants and does not facilitate a referral to Occupational Health.

		YES	NO
11	Face to face contact with the public/service users (e.g. at sensitive front-line posts re abuse, aggression, assault).	X	<input type="checkbox"/>
12	Working in isolation/lone working.	X	<input type="checkbox"/>
13	Work with electrical wiring (e.g. colour blindness).	<input type="checkbox"/>	X
14	Work where there may be an increased risk of needlestick injuries or blood borne infections HIV; Hepatitis B; Hepatitis C: (e.g. site supervisors; site work, grounds or buildings maintenance, gardeners; some carers).	<input type="checkbox"/>	X
15	Work that may bring the employee into contact with rats, rat contaminated ground or other animals or livestock (e.g. risk of wels disease, other animal borne diseases, zoonoses).	<input type="checkbox"/>	X
16	Manual handling (other than routine office/administrative lifting and carrying e.g. assisting / moving service users with mobility problems, portering type activities).	<input type="checkbox"/>	X
17	Working with vulnerable service users (e.g. children with disabilities; the elderly; children/adults with learning difficulties; alcohol/drug abusers).	X	<input type="checkbox"/>
18	Work involving repetitive movements or forced posture (e.g. twisting, screwing, movements of the hands wrists, arms and/or shoulders awkward body and limb posture or excessive force, bending, kneeling).	<input type="checkbox"/>	X
19	Work as a regular display screen user (where more than $\frac{1}{3}$ of a person's time is spent using DSE continuously over any 1-month period).	X	

Any other occupational hazards/comments that you consider to be relevant to the post which are not included above:

Line Manager-: Jason Knight	Date: 21/01/26
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21/01/2026