Expression of Interest

for the position of

Casual Relief School Crossing Supervisor

 Date: / /

Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Given Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title:\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Suburb: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: Home:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position Objectives**

# To be responsible for the safe passage of persons using School Crossings.

**The following questions relate to the position of a relief School Crossing Supervisor.**

1. Why do you want to become a School Crossing Supervisor?
2. What is your understanding of the role of a School Crossing Supervisor?
3. Describe ways in which you think you would be able to provide excellent customer service as a School Crossing Supervisor?

4. Do you have a current driver licence?

Yes [ ]  No [ ]

1. Do you have the use of a motor vehicle?

Yes [ ]  No [ ]

1. All School Crossing Supervisors must have a Working With Children Check card (WWCC) in accordance with the Working with Children Act 2005. Do you currently hold a WWCC?

Yes [ ]  No [ ]  E = Employer or V = Volunteer

WWCC Number: Exp:

If you do not have a current WWCC, Cardinia Shire Council will assist in obtaining this.

1. As a rule, relieving school crossings supervisors are placed close to their homes as possible, however, at times you may be requested to attend a different location to fill in an additional shift. This may be 15-20 minutes before the crossing is due to start (either in the morning or in the afternoon). Would this be difficult for you?

Yes [ ]  No [ ]  if yes, please state reason/s:

1. Do you have previous experience as a School Crossing Supervisor:

Yes [ ]  No [ ]  if yes, please state:

1. Most School crossings are operational for 45 minutes in the morning and 45 minutes in the afternoon, Monday to Friday during school terms. Please tick when you would be available to work:

Monday Morning [ ]  Afternoon [ ]

Tuesday Morning [ ]  Afternoon [ ]

Wednesday Morning [ ]  Afternoon [ ]

Thursday Morning [ ]  Afternoon [ ]

Friday Morning [ ]  Afternoon [ ]

1. Do you have any other information that you consider relevant to this position?

Yes [ ]  No [ ]  If yes, please state:

1. Have you ever worked in a position where you have had interaction with members of the public?

Yes [ ]  No [ ]  If yes, please state:

**SELECTION CRITERIA**

* Demonstrates understanding of school crossing requirements.
* Ability to speak and understand the English language is essential.
* Ability to write down details of offending vehicles
* A satisfactory result from a medical examination and police record check and working with children check.
* Ability to supervise children
* Capacity to work with limited supervision
* Ability to maintain vigilance at all times
* Knowledge of the road laws as they relate to Children’s Crossings
* Ability to work at the required times

**SPECIALIST SKILLS, KNOWLEDGE AND EXPERIENCE**

Experience required for this position is:

* Ability to work in all weather conditions ie wet/hot/windy/cold etc.
* Ability to supervise and a responsible attitude towards children
* Capacity to work with limited supervision
* Ability to maintain vigilance at all times

**DUTIES & RESPONSIBILITIES**

The Supervisor is to:

* Operate the crossing in accordance with the “Instructions for Children’s Crossing Supervisors” as prepared by the Victoria Police and Vic Roads.
* Oversee the safe passage of school children using the crossing.
* Be punctual when starting and finishing work.
* Be dressed in full uniform provided by Council when on duty.
* Be alert and stand near the crossing at all times when on duty.
* Be responsible for the placing of School Crossing flags and stop signs used on the crossing.
* Be tactful when supervising children.
* Operate traffic control signals to regulate pedestrian flow as required.
* Take down all registration details, date and time of vehicles illegally parking within eighteen metres of the crossing and vehicles driving through the crossing (contrary to the Road Safety Traffic Regulations) and advising the Coordinator Compliance Services in writing of the offences, and be a witness in court if the person is prosecuted.
* Advise the Compliance Services Unit within sufficient time to allow arrangements for replacement staff if unable to attend the crossing as arranged.
* To assist and establish a good rapport with the public.

Have you read the Selection Criteria Yes [ ]  No [ ]

Are you confident you will be able to

undertake the Key Responsibilities and

Duties outlined above (from the PD) Yes [ ]  No [ ]

Do you understand the duties of a School

Crossing Supervisor Yes [ ]  No [ ]

Are you confident that you can meet the

required Specialist Skills and Knowledge

needed to perform this role? Yes [ ]  No [ ]

Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Your application will be kept strictly confidential.**

Please deliver:

**By post: By hand: By email:**

School Crossings Cardinia Shire Offices schoolcrossings@cardinia.vic.gov.au

Cardinia Shire Council 20 Siding Ave

PO Box7 Pakenham Officer

For further information please contact the Compliance Services Support Officer on 1300 787 624