Lord Grey Academy
Lord Grey Can

TOVE LEARNING TRUST

# SCHOOL CROSSING PATROL OFFICER

## Required as soon as possible

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"Lord Grey Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work."

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# Advertisement

## SCHOOL CROSSING PATROL OFFICER

**Part Time - Split Shifts**

**Hours of Work: 8:10am - 9:00am and 3:10pm - 3:50pm Monday to Friday**
**7.5 hours per week**
**38 weeks - term time only**

**Tove Learning Trust Band D Points 3 - 4 (FTE £25,615 - £26,017)**
**Actual annual salary range: £4,580 per annum.**

We are searching for a reliable and community-minded School Crossing Patrol Officer to join our team at Lord Grey Academy as soon as possible.

The role requires the post holder to ensure the safety of children and families crossing the busy roads near our school grounds. You will manage traffic flow using the authorised stop sign, visually monitor oncoming vehicles, and provide a welcoming, reassuring presence for our school community every morning and afternoon.

The post holder will be supported and supervised by the Site Manager at Lord Grey Academy.

An enhanced criminal record check via the Disclosure and Barring Service (DBS) is standard for this role. No prior formal qualifications are required, but a reliable, punctual character and a willingness to work outdoors in all weather conditions are essential.

A vacancy booklet, information for candidates booklet and the application form are all available on the vacancies section of Lord Grey Academy's website: https://www.lordgrey.org.uk/vacancies/

Please note the application forms are available on the right hand side of the above link.

Completed application form and covering letter should be submitted to Human Resources at Lord Grey Academy or emailed to hr@lordgrey.org.uk by 9am on Wednesday 25 November 2026. Interviews will be held on Thursday 3 December 2026.

Only successfully short listed candidates will be contacted. CVs will not be accepted.

The Academy is committed to safeguarding children. The successful applicant will require an enhanced DBS check.

IQM INCLUSION QUALITY MARK

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## Tove Learning Trust

Tove Learning Trust (TLT) is a highly successful multi-academy Trust with primary, secondary and alternative provision schools across the West Midlands, Northamptonshire and Milton Keynes. We are a cross phase trust providing a high-quality education for over 11,500 children between the ages of 4 and 18. Within our family of schools we have four primaries, nine secondaries and two alternative provision schools.

As an employer of choice, we recognise every colleague is an individual, we value diversity, and work as a team to remove barriers to equity. We know that when you are 'the best you', whatever your role is with the Trust, you will transform students' lives.

The Trust is committed to ensuring that all children achieve as highly as possible and we work hard to offer stimulating environments that enable every learner to progress and flourish. We have a small central team and a committed Board of Trustees that are focused on delivering outstanding outcomes.

We aim to have academies that are excellent communities of learning where children thrive on success.

You will have access to a team of school improvement directors specialising in Maths, English, Science,

Humanities, EYFS and SEND & Inclusion. Our outcomes in the vast majority of our schools exceed national expectations and many of our schools are rated Good or better by OFSTED.

Employee Benefits:

- Teacher & support staff pension schemes
- Continuous Professional development (CPD)
- Training School Alliance
- Networking opportunities
- Specsavers eyecare voucher
- Free Flu vaccine
- Employee Assistance Programme (EAP)
- Medicash - Health Cash Plan:
    - 24/7 GP Appointments & prescription services
    - Dental treatment
    - Optical care
    - Physiotherapy
    - Skinvision - skin health tracker
    - A range of essential healthcare expenses
    - Exclusive discounts on shopping & travel

*The Academy is committed to safeguarding children. The successful applicant will require an enhanced DBS check.*

INCLUSION QUALITY MARK IQM

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# JOB DESCRIPTION - SCHOOL CROSING PATROL OFFICER

| | |
|---|---|
| Title: | School Crossing Patrol Officer |
| Reports to: | Site Manager |
| Based: | Lord Grey Academy |
| Hours: | 7.5 hours per week, 38 term time weeks per year |
| Grade: | Grade: D, Points 3 to 4 |

**Job Context**

The role is to manage safe pedestrian crossing spaces outside the Academy boundaries. The post holder will be supported and supervised directly by the School Business Manager. The position demands high personal reliability to ensure children are safely supervised during peak arrival and dismissal intervals.

**Main duties and responsibilities**

- **Traffic Control:** Hold the official stop sign ("lollipop") high and clear to legally halt road traffic, stepping into the roadway only when a safe break in traffic occurs.
- **Pedestrian Supervision:** Gather children and parents safely on the pavement, instructing them when it is secure to cross the road together.
- **Safety & Visibility:** Maintain high-visibility standards by wearing the provided reflective coat, hat, and safety gear at all times during the shift.
- **Hazard Reporting:** Observe and report any aggressive driver behavior, road safety hazards, failing street furniture, or near-misses directly to the School Business Manager.
- **Compliance:** Adhere closely to all health and safety directives, child safeguarding guidelines, Academy protection policies and most recent version of the Highway Code.

**Working Conditions**

- You are required to be on your feet during work periods.
- Work in all weather conditions
- Wear the legally required uniform whilst you are on duty.
- Carry and control a School Crossing Patrol Sign using the correct procedure.

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.

Signed: _____ Date: _____

INCLUSION QUALITY MARK IQM

# PERSON SPECIFICATION

| **Knowledge** | **Essential** | **Desirable** | **How evidenced** |
|---|---|---|---|
| Clear understanding of road safety safety rules | ✓ | | A I |
| Ability to communicate clearly with children and drivers | ✓ | | A I |
| High situational awareness near moving traffic | ✓ | | A I |
| Knowledge of local school-zone traffic layout | | ✓ | A I |
| **Qualifications** | **Essential** | **Desirable** | **How evidenced** |
| No qualifications needed as such but post holder will be required to pass an enhanced DBS safety check | ✓ | | A |
| **Skills/ Personal Attributes** | **Essential** | **Desirable** | **How evidenced** |
| Exceptional punctuality and reliability | ✓ | | A I |
| Calm, authoritative and polite manner | ✓ | | A I R |
| Willingness to stand outdoors in severe weather | ✓ | | I |
| Active interest in local community civic health | ✓ | | A I R |
| **Experience** | **Essential** | **Desirable** | **How evidenced** |
| Experience managing safety or interacting positively with the public | ✓ | | A I R |
| Experience working with children or school groups | | ✓ | A I R |

A – Application form  I – Interview  R – Reference