



SCHOOL CROSSING PATROLPERSON

Part-Time Term-Time 10 hpw

1. INTRODUCTION AND TITLE OF THE POST

This is a part-time position for 10 hours per week (2 hours daily), tenable during school term-time only. The post is that of a School Crossing Patrolperson for the Preparatory Department with the school crossing on My Lady's Mile in Hollywood. It is hoped the successful applicant would commence with immediate effect.

2. LINE OF ACCOUNTABILITY

The person appointed will be responsible to the Head of Preparatory Department on a daily basis and ultimately to the Bursar, Headmaster of the School and the Board of Governors.

3. PRINCIPLE DUTIES

An outline of the main duties and responsibilities of this post is attached in Appendix 1 (see page 5).

4. REQUIREMENTS FOR THE POST

Applicants are invited to show clearly on their application forms how they meet the requirements for post.

a) ESSENTIAL CRITERIA

Knowledge/Skills

- have good interpersonal skills
- have good communication skills
- have a good knowledge of the Highway Code
- have an awareness/knowledge of Road Safety issues
- have knowledge of time-management
- have knowledge of the requirements of a School Crossing Patrolperson

Personal Qualities

- be flexible and diplomatic
- be approachable and enjoy working with children and young people
- have the ability to work under pressure
- have the ability to take instruction and also to use own initiative

b) DESIRABLE CRITERIA

Qualifications/Experience

- have experience in a paid or voluntary capacity of working with or supervising children
- have experience of working as a School Crossing Patrolperson

The school reserves the right to enhance the criteria if necessary for the purposes of short-listing.

It is essential that you fully describe in the application form how you meet each of the criteria sought. Please provide detailed information against each requirement,

providing dates and ensuring that where requirements are time-bounded (eg 1 year within the last 5 years) you provide detail and dates that fully satisfy the requirement. It is not appropriate to simply list the various posts that you have held. Assumptions will not be made from the title of your post.

5. TERMS AND CONDITIONS OF SERVICE

Salary

These are in broad terms, the terms and conditions of service, which are set down for all employees covered by the National Joint Council for Professional, Clerical, Administrative and Technical staff. The school follows the NJC scheme as the basis for its own, applies the percentage increases in salary rates that are negotiated annually for NJC employees and uses the NJC spinal column for determining salary rates for non-teaching staff. There is also an opportunity for the person appointed to join the NILGOSC superannuation scheme.

Pay will depend on qualifications and experience, but will be based on the NJC scales Points 6 to 8 with a range of:

Hourly Rate £8.6971 to £8.8202
Equivalent to an annual salary range of £4,165 to £4,224 pa
paid in 12 equal monthly instalments

This salary will be paid pro rata to reflect the part-time, term-time nature of the post. The school will pay the person appointed for the days worked in the course of a school year (full-time equivalent is normally 190), statutory holidays (13 days paid on a pro rata basis) and annual leave (full-time equivalent is 21 days which rises to 25 after 5 years' service and is paid on a pro rata basis). A retaining fee is paid during school holidays. Employees working less than a 5 day/36.25-hour week have their entitlement to annual leave, statutory holidays calculated on a pro rata basis. All annual leave must be taken during school holidays.

Hours

The person appointed will be expected to work **2 hours on a daily basis** with the anticipated hours of work **8.20 am to 9.00 am and 1.50 pm to 3.10 pm**. On days of early closure, the afternoon hours would be rescheduled in agreement with the Head of the Preparatory Department.

The person to whom the post is offered will be given a draft contract of employment, which will set out the terms and conditions of employment and, when agreed and signed, form the actual contract for that person. All appointments will be subject to the completion of a period of probationary service of six months.

6. CONDITIONS OF APPOINTMENT

[a] Sullivan Upper School is fully committed to the implementation of Child Protection procedures as outlined in Department of Education Circulars. Therefore, all applicants should be aware of the following:

Posts involving work in educational institutions are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007. Appointment to this position is subject to the successful candidate undertaking an enhanced disclosure check through Access NI and to this check being clear of any offences which might affect appointment to this post. This check currently costs **£33** and the successful candidate will be required to pay the school for this service. The appointment will be confirmed upon receipt of a satisfactory Enhanced Disclosure Certificate from AccessNI. (Further information is available from www.accessni.gov.uk or www.deni.gov.uk).

AccessNI has published a Privacy Notice on the Department of Justice website. This can be found at <https://www.justice-ni.gov.uk/publications/ani-privacy>. All signatories are urged to read this and understand the contents, and to note the mailbox for data protection queries.

- [b] As an employer, Sullivan Upper School has a legal responsibility to prevent illegal migrants working in the UK. The applicant's right to work in the UK will be checked before confirmation of appointment.
- [c] Proof of qualifications will be requested before confirmation of appointment.
- [d] Two written, satisfactory references will be sought before confirmation of appointment, one of which must be from the most recent employer.
- [e] Receipt of satisfactory health clearance – upon receipt of the completed Health Declaration Form, the school's Occupational Health Advisor will assess the form, which may require the successful candidate to attend a medical examination.

6. PROCEDURE FOR APPLICATIONS

- (a) Applicants for this post are asked to complete an application form. Application forms may be emailed (in Microsoft Word version) to the Headmaster's Personal Assistant, Mrs Amanda Graham at agraham813@c2kni.net. An acknowledgement will be sent by return of email. The format of the application form should not be altered in any way. Candidates should note that PDF or Apple Pages versions of the application form should not be emailed.

If you do not have access to email, you may hand-deliver or post the application to the Headmaster's PA, Sullivan Upper School, Belfast Road, Holywood, BT18 9EP.

The closing date for the receipt of applications is **Friday 15 March 2019 at 12.00 noon** and applications received after 12.00 noon on that date will **not** be accepted.

- (b) A short-list of applicants to be interviewed will be drawn up in the week beginning 18 March 2019.
- (c) Interviews will take place with on **Friday 29 March 2019**.
- (d) If an applicant has received no further information by 29 March 2019 they can assume that their application has been unsuccessful on this occasion.
- (e) The person to whom the post is to be offered will be informed and when the offer of the post has been formally accepted, all other short-listed candidates will be informed of the decision.
- (f) A reserve list for future, similar vacancies will be maintained which will normally be kept open for no longer than twelve months unless there are cogent reasons for extending the period. The Board of Governors reserves the right to appoint an alternate candidate from the reserve list, without re-advertisement, for such future vacancies or if any change in circumstances should mean the successful candidate is unable to take up the post.
- (g) Applicants are referred to the Privacy Policy for Applicants which is available on the school's website at www.sullivanupper.co.uk.

- (h) It is the policy of the Board of Governors that all those eligible for employment will have equal opportunity for employment and promotion in the school, irrespective of gender, including gender reassignment, marital or civil partnership status, having or not having dependants, religious belief or political opinion, race, disability, sexual orientation or age. Selection for employment and promotion will be on the basis of ability, qualifications and aptitude to carry out the duties of the post.
- (i) Interviewees will be required to bring photographic proof of identity ie a passport, driving licence or electoral identity card and an original birth certificate and/or marriage certificate (as appropriate). These should be presented to the designated member of staff immediately prior to interview. **Interviewees should therefore ensure that they arrive at least 15 minutes prior to the scheduled interview time.** Applicants are assured that the recruitment panel is not involved in these identity checks.
- (j) Canvassing of any kind will disqualify.

8. **INFORMATION ABOUT THE SCHOOL**

Sullivan Upper School is a large co-educational and interdenominational voluntary grammar school situated in 25 acres of its own grounds on the edge of Holywood, overlooking Belfast Lough. There are at present 1,250 pupils in the school, some 180 of them in the Preparatory Department. It is owned and managed in all its affairs by the Board of Governors of the School, which is drawn from the local community and reflects the main religious denominations of Holywood. The school is funded directly by the Department of Education for Northern Ireland.

There are 47 full-time members of the teaching staff, 6 job share teachers and a further 21 part-time teachers in the secondary department. The school is well served by 63 non-teaching staff who work in the administrative, financial, technical, clerical and maintenance areas of the school's activities.

The Preparatory Department has a single class entry throughout, with an intake of 26 children in P1 and P2 and 28 children in P3 to P7. Two buildings make up the Prep site: children in P1 to P3 are accommodated in a large, detached house set in its own grounds, within a few minutes' walk from the main school, called Dromkeen House; children in P4-P7 are in a new building called Loughhead House. Our pupils enjoy use of many parts of the main school campus including the Silver Robin Cafeteria, the School Hall for PE, the school's swimming pool, the Drama Theatre for school productions along with the numerous playing fields/grounds/tennis courts for Games periods.

The Head of the Preparatory Department is currently supported by 6 full-time and 2 part-time teachers in P1-P7; and 4 part-time specialist teachers for Art/Design & Technology, Music, PE and Learning Support. The Head of Prep has an office in Dromkeen House. The Lower Prep has 2 Classroom Assistants and the Upper Prep has one Classroom Assistant. Two additional Classroom Assistants assist children with statements of Special Educational Needs. The Prep Secretary has an office in Dromkeen House. The After School Club has 23 places for pupils and operates out of the Lower Prep site at Dromkeen with a team of four – Supervisor, Deputy Supervisor and two Assistants.

**THE SCHOOL IS AN EQUAL OPPORTUNITIES EMPLOYER AND
WELCOMES APPLICATIONS FROM ALL SECTIONS OF THE
COMMUNITY**

SULLIVAN UPPER SCHOOL

Job Description

Post: School Crossing Patrol

Location: My Lady's Mile, Sullivan Upper School

Hours: 10 hpw

Salary Scale: NJC Pt 6-8. A retaining fee is paid during school holidays.

Responsible to: The Head of Preparatory Department on a daily basis and ultimately to the Headmaster, Bursar and the Board of Governors.

1.0 JOB PURPOSE

To undertake duties concerned with the safe passage of school children across My Lady's Mile to and from school, (for example, control and direction of traffic at crossing areas, operation of hazard warning signs, and identification of any roadside hazards).

2.0 DUTIES AND RESPONSIBILITIES

- 2.1 To control the behaviour of children at crossing areas.
- 2.2 To Comply with the relevant provisions contained in the Education Authority's official booklet of "Instructions to School Crossing Patrols".
- 2.3 To use appropriate protective equipment provided
- 2.4 To attend training as required

3.0 GENERAL CONDITIONS

- 3.1 All duties must be carried out to comply with:
 - (a) The Health and Safety at Work (NI) order 1978;
 - (b) Acts of Parliament, Statutory Instruments and Regulations and other legal requirements;
 - (c) Codes of Practice.
- 3.2 All duties will be carried out in the working conditions normally inherent in the particular job.
- 3.3 All necessary paperwork must be completed.
- 3.4 Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.