

<b>Position Title:</b>	School Crossing Supervisor		
<b>Position Number:</b>	TBC	<b>Classification:</b>	Band 1 - casual
<b>Division:</b>	Corporate Services	<b>Department</b>	Corporate Integrity
<b>Reports to:</b>	Team Leader, Community Safety & Corporate Integrity	<b>Date:</b>	16/06/2025
<b>Supervises</b>	Nil		

## Job Title

### Our vision

Our vision is ‘valuing the wellbeing of our people and our place, now and into the future’, and our values guide how we should treat each other and members of the public

### Our organisational values

- Respectful
- Community driven and focused
- Trusted and reliable
- Efficient and responsible
- Bold and Innovative
- Accountable and transparent
- Recognised.

### Position Overview

To provide a safe and efficient school crossing supervision on designated school crossings in the City of Hobsons Bay.

### What you will be working on

In accordance with Council and Department policies and guidelines:

- Perform the functions of a trained school crossing supervisor to ensure the safety of the school children and pedestrians using the crossing.
- Endeavour to strike a balance between taking children across the road and maintaining vehicle traffic flow.
- Follow safe working practices, procedures, instructions and rules.
- Perform all duties in a manner, which ensures personal health and safety and that of others in the workplace.
- Report all hazards or incidents which could cause harm.
- Ability to manage time effectively to ensure that the school crossing is monitored during the scheduled time.
- Ability to communicate effectively with school children.

The City of Hobsons Bay reserves the right to direct officers to undertake such duties that are within their skills, competency and training, that will assist Council to achieve its objectives and provide an effective service to the Hobsons Bay community.

### This position will work and collaborate with:

**Internally**

**Externally:**

- Team Leader Community Safety and Compliance
- School Crossing and Compliance Officer
- Parking and Local Laws Officers

- Community members
- Coordinator Community Safety and Compliance.

## What you will bring

### Interpersonal Skills

- Ability to gain co-operation and assistance from the public, other staff and external bodies.
- Good oral communication skills to gain the co-operation of school children, drivers and other pedestrians who use the school crossing.

### Specialist skills and knowledge

- Knowledge of the Road Rules to be able to operate a school crossing safely.

### Experience

- Some experience in dealing directly with school children and schoolteachers.

## Health, Safety, equal opportunity, child safety and Charter of human rights

We take safety and wellbeing seriously at Council and we believe there is nothing more important than your health and safety and the health and safety of those around you:

- Adhere to Council's Health and Safety, Equal Opportunity and Risk Management policies, plans and procedures as well as act in accordance with the Charter of Human Rights.
- Demonstrate and promote workplace behaviours that does not discriminate, bully or harass
- Take reasonable care for your safety and the safety of others who may be affected by your actions or omissions.
- Cooperate with any reasonable, lawful instruction to comply with relevant legal requirements.
- Adhere to policies and procedures to prevent injuries to people and damage to assets and property including reporting of these matter; and support the return-to-work plan for any injured worker when returning to work.
- Promote positive mental health and wellbeing within your team and work towards the prevention of mental injuries and illness in workplace.
- Ensure a child safe environment and contribute to a culture of child safety by fulfilling the requirements and responsibilities outlined in legislation, including the Child Safe Standards, Reportable Conduct Scheme and Council's Child Safe Policy and Procedures.

## Compliance and condition of employment

The role will require the following compliance checks:

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Approved by:



- Current working rights for Australia
- A satisfactory national police check (and where necessary an international check)
- Working with Children check
- A physical assessment to ensure they meet the inherent physical requirements of the role.

\*Please ensure that you have read and understood the inherent requirements of this role.

### Inherent Role Requirements

Within reason, and subject to Council's obligations under legislation, it is expected that a person conducting this type of work will have the capacity to perform the genuine, reasonable and inherent tasks of the role.

Requirements	Frequency			
	Unlikely	Likely	Occasionally	Regularly
<b>Passive</b>				
Sitting - counter / desk	●			
Sitting - vehicle	●			
Operating telephone / computer		●		
Writing / reading		●		
<b>Manual Handling</b>				
Bending / twisting Spine				●
Working with one or both hands above shoulder height			●	
Lifting (5kg or under p/item)				●
Lifting (5kg or over p/item)				●
Requiring low/light application of force				●
Requiring medium to high application of force			●	
Lifting/holding/restraining children	●			
Exerting force in an awkward posture		●		
Holding & supporting equipment				●
<b>Agility</b>				
Squatting / kneeling			●	●
Looking up / looking down				●

Reaching forwards or sideways				●
Gripping or grabbing equipment				●
<b>Mobility</b>				
Walking / standing- briefly				●
Walking / standing- extended				●
Walking on uneven ground				●
Climb steps/stairs		●		
Climb ladder	●			
Driving - passenger vehicle		●		
Driving - light commercial (regular drivers licence)	●			
Driving - bus (endorsed licence)	●			
Driving - machinery/heavy commercial	●			
<b>Sensory</b>				
Hearing - face to face / telephone conversations				●
Hearing - working with loud machinery			●	
Visual - read printed material, signage				●
Visual - computer screen, electronic signs		●		
Visual - driving	●			
Visual - watching with vigilance (e.g. school crossing)				●
<b>Psychological</b>				
Dealing with complex customers / residents			●	
Supporting dependent persons			●	
Dealing with conflict			●	
Managing complex personal situations			●	
Providing empathy				●
<b>Work Environment</b>				
Outdoor - exposed to elements, plant & equipment				●
Confined spaces	●			

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Approved by:

Working alone / Remote working				●
Working at heights (greater than 2m)	●			
Exposure to extensive dust		●		
Pollen (or other allergens)				●
Exposure to polluted odours and/or chemicals		●		
Personal waste	●			

**Office Use - Pre employment Medical Checks**

**Office Use - Other Checks**

Musculoskeletal assessment required

Working Alone Hazard Identification Assessment required

Audiology (hearing) assessment required

Vision assessment required

