School Crossing Supervisor

St Rita’s College, Brisbane
About St Rita’s College

With a reputation for academic excellence, St Rita’s College, Clayfield, a Catholic day school for girls in Years 7—12, provides a versatile and extensive curriculum that allows our students to engage with the world both critically and creatively. With a talented teaching staff, state-of-the-art facilities and cutting-edge technology, our students learn in a vibrant environment that sparks ideas, inventiveness and imagination. The successful applicant will make a contribution to enhancing our engaging and innovative learning community.

About the Position

The School Crossing Supervisor is responsible for assisting pedestrians to cross the road safely and direct vehicles within the crossing environment to ensure the safe operation of the designated school crossings.

Characteristics

The employee in this position is an integral member of staff ensuring the safety of the College school community through assisting students, parents and visitors to safely cross roads, and to monitor and report any serious incidents at school crossings. The incumbent must be available between the hours of 7:45am to 8:45am and 2:45pm to 3:45pm, Monday to Friday during the school term, subject to change with notice. The position reports to the Business Manager and may take instruction from various members of staff. Work is performed under limited supervision and the incumbent should be able to use initiative in self-directed development and application of knowledge. The ability to communicate well and develop good working relationships with the College community is expected.

Key Duties and Responsibilities

Duties undertaken by the position include, but are not limited to:

- Assist all pedestrians to safely cross roads
- Maintain safe working practices to maximise the personal safety of all pedestrians at designated crossing sites and monitor and report serious incidents as they arise.
- Provide advice to pedestrians on safety rules pertaining to school crossings
- Carry out duties within the parameters of workplace health and safety requirements
- Monitor traffic and ensure traffic flow is not unduly disrupted by the operations of the designated crossing sites.
- Identify and make recommendations for changes to standard practices
- Display appropriate behaviour in line with the principles in the Employee Code of Conduct.
**Skills and Attributes**

The employee in this position is required to demonstrate competency involving the following skills and abilities:

- Be fully supportive of the objectives and ethos of Catholic education;
- Hold an interest in providing exceptional customer service;
- Excellent communication skills with the ability to provide clear instructions in a polite and professional manner;
- Make clear, logical decisions to solve issues in a dynamic environment;
- Interpersonal skills that portray a welcoming atmosphere, friendly disposition and helpful nature;
- Resolve conflicts effectively and efficiently
- Display a positive and responsible attitude towards your work including a willingness to work independently as well as part of a team

**Additional Requirements**

- A valid Queensland Working with Children Check Positive Paid Employee Notice is mandatory.
- The ability to pass a medical clearance as per Department of Main Roads requirements is mandatory.

**Reporting Responsibility**

The position holder reports directly to the Business Manager. There are no positions reporting to the position of School Crossing Supervisor.

**Status and Tenure**

This appointment will be offered on a casual, term-time basis.

**Remuneration and Benefits**

This position is classified as Level 2.1. Remuneration and general conditions of employment are determined by the Educational Services (Schools) General Staff Award 2010 (the Award).