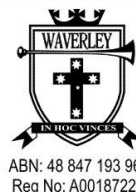


WAVERLEY CHRISTIAN COLLEGE Inc

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ABN: 48 847 193 961
Reg No: A0018722X

Position Description

Position: Crossing Supervisor
Campus: Wantirna South
Employment Status: FTE 0.3
Reports Directly To: Maintenance Manager

Role:

The Crossing Supervisor is responsible for maintaining the traffic flow and assisting a safe and effective means for students and other pedestrians to cross the car park and roads at established crossings.

Hours:

8.00 – 9:15am Monday to Friday

3:00 – 4:00pm Monday to Friday

Duties:

- To supervise pedestrians and vehicles at school crossings
- Ensure that traffic flow is not disrupted by pedestrians crossing the road
- Maintain orderly behaviour of children using the crossing
- Use Stop/Go sign to direct traffic and pedestrians
- Ensure that all vehicles are stationary before allowing pedestrians access to the crossing
- Ensure that all pedestrians have crossed the road before allowing vehicles to proceed
- To understand the principles and procedures used in the supervision of a School Crossing
- Be correctly attired and equipped at all times

Selection Criteria:

- Working with Children Check
- Knowledge of road laws
- Possess good hearing and eyesight
- Good interpersonal and verbal communication skills

Inherent Requirements of the Position

Property Services Staff – Crossing Supervisor

- Lifting or carrying heavy items (assisted and unassisted)
- Standing tasks requiring twisting and turning
- Extended periods of physical labour
- General Computer use
- Using manual and electrical tools
- Standing/walking for extended periods
- Able to work in an outdoor environment and differing weather conditions

Occupational Health and Safety Responsibilities

- Ensure, so far as is reasonably practicable, that work areas under your control are without risk to health and safety of occupants
- To have knowledge of, and comply with the College's OHS policies and procedures
- To comply with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors
- Participate in relevant training and induction sessions
- To report all incidents and/or potential hazards to the Bursar and Property Manager as soon as possible

As part of your employment, you are expected to participate in a range of duties beyond your own responsibilities. The College Calendar provides additional detailed information. These duties may include, but are not limited to:

- Be familiar with, and supportive of, the College's policies regarding child safety
- Adherence to College Policies and Procedures
- Support of the Waverley Christian College ethos
- Participation in relevant meetings
- Attendance at the first day for staff, Staff Retreat and end of year function
- Working Bees

Some duties may need to be performed at times other than during the school day including on weekends. Your duties may be varied by the College from time to time in accordance with the College's operational requirements.