

# 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 0.2  
**Reports Directly To:** Maintenance Manager

### Role:

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

### Hours:

2.30pm to 4.00pm Monday to Friday

### Duties:

- To supervise children and vehicles at pedestrian crossings
- Manage traffic as vehicles enter and depart the College carpark, ensuring vehicles flow through the carpark in a safe and smooth manner
- Ensure that traffic flow is not disrupted by pedestrians crossing the driveway
- Maintain sensible behaviours of children using the crossing
- Ensure that all vehicles are stationary before allowing pedestrians access to the crossing
- Ensure that all pedestrians have crossed the driveway before vacating the crossing
- To understand the principles and procedures used in the supervision of a Pedestrian Crossing
- Be correctly attired and equipped at all times

### Selection Criteria:

- Working with Children Check
- Basic 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

- Successful completion of "Control Traffic with the Stop/Slow Bat" qualification
- Lifting or carrying heavy items (assisted and unassisted)
- Standing tasks requiring twisting and turning
- Extended periods of physical labour, which includes standing/walking for prolonged periods and operating a crossing sign
- Ability to act swiftly to changing circumstances and have confidence to deal with differing situations
- Ability 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

**General**

As part of your employment, you are expected to participate in a range of duties which may include participation in relevant meetings.