

POSITION DESCRIPTION

SCHOOL CROSSING SUPERVISOR



Position Summary

The School Crossing Supervisor will ensure the safe and orderly use of the school crossing by school children and other users. The School Crossing Supervisor will be alert to any potentially dangerous situations and will promote safe practices in a positive and harmonious manner.

Position Details

Title:	School Crossing Supervisor		
Classification:	Band 1	Position Number:	
Category and status:	Casual		
Reports to:	Team Leader Local Laws		
Supervises:	NIL		
External relationships:	School children, parents, carers, school teachers, principals, police officers and the general public.		
Date PD approved:	16 July 2026		

Position Key Responsibilities

Manage School Crossing	• Set up and take down school crossing flags for each session. • Staff the designated crossing at the times scheduled. • Attend work at the school crossing with the appropriate safety equipment and maintain this equipment in good order. • Ensure school crossing complies with relevant regulations/policies. • Direct children and other users safely over the crossing in line with procedures. • Educate children and other users in the correct procedures and use of the school crossing. • Note details of any vehicle infringing the regulation relating to the immediate school crossing area and forward to the Local Laws department. • Maintain a neat, respectable appearance including wearing full uniform whilst on duty.
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Position Organisational Responsibilities

Internal meetings	Position will be required to participate in occasional team meetings and training.
Risk management	Position is responsible for identifying and minimising risk to school crossing users, Council and for ensuring that all OH&S obligations are met.
Customer Service	Position is accountable for providing a professional and courteous service to all crossing users.
Council values	Position will demonstrate and encourage behaviour in line with Council's values.
Behaviour	Will demonstrate behaviour of the highest of integrity; behaviour that is free from bullying, harassment and discrimination and that abides by the Code of Conduct.

Position accountability, judgement, skills and qualifications

Accountability and extent of authority	The position is responsible for the correct set up and supervision of the school crossing and has the authority to direct crossing users and vehicle traffic.
Judgement and decision making	Work activities are routine and clearly defined, however a degree of judgment will be required in relation to the safety of crossing users.
Specialist skills/knowledge	NIL
Interpersonal skills	Must have good verbal communication skills and the ability to gain co-operation from children and other crossing users.
Qualifications/experience	NIL
Additional requirements	• Satisfactory Police Record Check • Employee Working with Children Check

Acceptance of Position Description		
Approved: Director Infrastructure and Development	Signature: 	Date: 16 July 2026
I have read and understand the content of the Position Description and undertake to meet the duties and responsibilities of this position.		
Approved:	Signature:	Date:

Position Description: School Crossing Supervisor
Altus ECM reference: INT20/AD9810A
Position Description developed: April 2015
Position Description reviewed: May 2020, February 2024