

# School Crossing Supervisor Transport for NSW

Information pack



# Contents





Want to be a School Crossing Supervisor?	4
All about the role	6
Work locations	7
Employment matters, benefits and policy	8
The recruitment and selection process	9
About Transport for NSW	12
About Safety, Environment and Regulation	13

## How to use this information pack



Carefully read all the information in this pack.



Think about whether the role is right for you and your lifestyle.



# Want to be a School Crossing Supervisor?

## Make an everyday difference.

Rain, hail or shine, School Crossing Supervisors are essential to helping our littlest community members get to and from school safely each day.

You'll help kids develop lifelong road awareness by clearly explaining road rules and precautions.

In this role, you'll keep a close eye on busy roads at peak times, and control the flow of traffic in order to help kids and school community members cross safely.

Being a School Crossing Supervisor is a great way to get out and about and earn an income without making great compromises on your time.



Our School Crossing Supervisors say the best parts of the job are:

- Getting to know your community
- Working with children
- Working outdoors and staying active
- Short morning and afternoon shifts - flexible working with part time or casual options
- Being able to balance your home life with work
- A role to transition into or out of full time work
- Being a trusted and respected member of the school community
- Making a meaningful difference for the broader community.



It takes a special type of person, someone who is reliable, friendly, and has a genuine concern for safety.

The state-wide School Crossing Supervisor program contributes to the safety of infants and primary school students by helping them get to and from school safely every day.

School Crossing Supervisors help enhance mobility and safety around busy school zones during peak times by providing additional safety measures for pedestrians and surrounding traffic.

Before your first day on the job, you'll participate in paid training to learn all about the role's main functions. This includes one day of face-to-face learning and up to four shifts (equivalent to two full days) of on site training. You'll also be required to participate in refresher training every three years.

Once you've completed your training, you'll need to work to a tight schedule, as we're relying on you to show up every day to keep our school children safe.

You must come to work with absolutely no alcohol or prohibited drugs in your system and agree to take part in regular random testing. You will also need to perform well in high-pressure situations, always keeping the safety of yourself and others at the heart of everything you do.

# All about the role

School Crossing Supervisors are trusted members of the communities they serve.



On publicly notified school days, you will be responsible for observing traffic and ensuring that vehicles stop safely to allow for the youngest members of our community make it to and from school safely.

You're someone who takes immense pride in their work –being the ultimate role model of Transport's safety values and acting with the utmost integrity. You also enjoy interacting with a diverse range of people; children, carers, and other school community members.

Being punctual and reliable are important, as much of the time you'll work independently.

This role reports to the School Crossing Supervisor Coordinator.

If your application progresses, you'll be required to complete a paid on-the-job induction and training program at the time of commencement to fully prepare you for the role.

While being a School Crossing Supervisor can be rewarding, like any job, it has its challenges which you'll need to consider.

Being a School Crossing Supervisor involves:

- Physical work tasks such as walking back and forth across roads and standing for up to 1.5 hours per shift
- Carrying safety signage weighing up to 2.5kg
- Being vigilant, calm and confident and working near traffic
- Working outdoors in all types of weather - rain, hail or shine, and being exposed to extreme heat in summer and cold temperatures in winter
- Providing clear instruction and easily communicate with adults and children
- You must be able to read Safe Work Method Statements and training instructions.



# Work locations

You will always be working outdoors. School Crossing Supervisors only work at crossings located within 40 km/h school zones. Positions will be based at various locations across the NSW road network including metropolitan and regional locations.

Casual School Crossing Supervisors are required to work at different work locations within Local Government Areas.

Most Permanent Part Time School Crossing Supervisors are assigned to one school.

For a site to be eligible for a School Crossing Supervisor it must meet the following criteria:

- The site must have an existing children's crossing, pedestrian crossing (zebra) or combined crossing (children's and zebra).
- The crossing must be used by infant and/or primary school children.
- The site must be located within a 40km/h school zone.
- In the morning or afternoon, the crossing must register counts of either:
  - 50 or more unaccompanied infant and/or primary school children OR
  - 300 or more passenger car units (heavy vehicles over three tonnes unladen are counted as two passenger car units).
- The site must be considered a safe working environment for a School Crossing Supervisor.



# Work hours

School Crossing Supervisors work both morning and afternoon shifts on all publicly notified school days, with time off during school holidays. School Crossing Supervisors work part-time, averaging 20 hours per fortnight and may work up to a maximum of 30 hours per fortnight.

# Employment matters, benefits and policy

## Benefits and entitlement

The base rate for a permanent part time School Crossing Supervisor is \$26.43 per hour and the casual rate is \$33.83 per hour.

Superannuation is paid at the standard rate under Australian legislation.

## Leave entitlements

- Long service leave: 5 weeks per year (pro-rata for part-time workers).
- Parental leave: 14 weeks after 40 weeks of service.
- Sick leave: 12 days per year.

## Additional benefits

Learn more about some of the benefits you may be eligible for via the [Employee benefits guide \(PDF\)](#).

## Safety equipment and uniform standards

Transport for NSW employees must present themselves in a professional manner, including wearing the required safety equipment appropriate to their relevant business area or workplace. Safety equipment will be provided to School Crossing Supervisors when they commence their employment.

## Code of conduct

Transport for NSW employees must:

- Behave honestly, courteously and ethically
- Work in a safe, healthy and efficient manner
- Observe the enterprise agreement, policies and procedures, and job requirements
- Act in the best interests of Transport for NSW and its customers.

## Drug and alcohol policy

Transport for NSW is a drug and alcohol free workplace and is committed to providing a safe environment for all employees, contractors and customers through reducing the risks created by the use of drugs and alcohol.

To achieve this vision, everyone in the workplace is required to:

- Participate in our random drug and alcohol testing program
- Have test readings showing zero concentration of alcohol in the blood
- Have a test reading less than the cut off level stipulated in the Australian / New Zealand Standard 4308 (AS/NZS 4308) for tolerances of drugs
- Not have or sell alcohol or prohibited drugs in the workplace
- Not be in possession of any item or piece of equipment for the use or administration of a prohibited drug at any Sydney Trains workplace.

Transport for NSW's Drug and Alcohol program is consistent with our corporate values and behaviours. It also provides support for our employees to remain drug and alcohol free while at work.

Measures to reduce safety risk, absenteeism and other effects in the workplace due to the consumption of drugs and alcohol will include the opportunity to self-identify and seek help, rehabilitation programs and education on drug and alcohol related issues.





# The recruitment and selection process

Transport for NSW has a merit based recruitment and selection policy.

Merit is decided by taking into account the relevant position and assessing the skills, abilities, qualifications, experience and personal qualities of each applicant.

We use a variety of techniques to assess and validate key knowledge areas, critical skills and fit for the role:

# Ready to apply?

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## Information session/ interview day

You may be required to attend an information session and assessment day. The interview assessments have been selected to reflect the skills and abilities required to effectively and safely perform in the role of a School Crossing Supervisor.

## Reference checks

In your application form you will be asked to provide the contact details of two recent work-related referees.

- Referees should be a current or previous manager or supervisor who can comment on your work performance
- In some cases, in place of a professional referee, a character reference may be accepted as an alternative. Please check with your Talent Scout prior to providing these reference details.
- Referee details can be updated at the pre-employment check stage

## Working with children check

A Working with Children Check (WWCC) is a requirement for anyone who works or volunteers in child-related work in NSW. As a School Crossing Supervisor, you are required to undertake a WWCC prior to being offered employment.

The outcome of a check is either a clearance to work with children or a bar against working with children. If cleared, the check will be valid for 5 years, however applicants are continuously monitored.

Please note you will need to cover the cost of your own Working with Children Check before commencing employment.

## Medical assessment

The School Crossing Supervisor position requires you to complete a questionnaire and a functional assessment. The assessment is to determine if there are any conditions which affect your ability to undertake the job safely.

## National Police Check

A National Police Check is conducted through an authorised agency on all external applicants.

Applicants found to have a criminal record will have their individual circumstances taken into consideration. Depending on the offence and when it occurred, a criminal record does not automatically disqualify candidates from the recruitment process.

## Ongoing assessments and checks

After the commencement of employment, criminal record checks, and WWCC are required to be carried out at regular intervals during the employment period. Your manager will provide you with further information about the regularity and requirements for these checks.



## Appointment process

Our recruitment campaigns aim to fill several permanent part-time and casual School Crossing Supervisor positions across Sydney Metropolitan and Regional NSW. If you are successful, you will be notified regarding your commencement and training date.

A Talent Pool of additional successful applicants may be created for future casual and part-time School Crossing Supervisor vacancies (valid for up to 18 months)

There is a 3.5 month probationary period for Permanent Part Time candidates from period between February to November every year. The Probation period is 4.5 months for Permanent Part Time candidates from period between December to January due to Christmas school holidays. Please note, there is no probation clause for Casuals, due to the nature of their employment.

## NSW Government employment review

Service History Checks are undertaken on all current and previous Transport employees. A Service History Check is also undertaken on all current NSW Government Agency employees. A satisfactory service check is required before an application will be progressed to the next stage.





# About Transport for NSW



From our customers to our teams, people are at the heart of everything we do at Transport for NSW.

We connect people, communities and industry across the state and manage how they use our road, rail and maritime networks and services, as well as active modes like walking and cycling. We're proud to say our work connects the journeys you take every day.

We're made up of more than 28,000 people working across Transport's organisational divisions and multimodal agencies. Not only are we delivering infrastructure on a massive scale, but we are committed to safety, innovation, technology and meeting the needs of our customers across all modes of transport.

We always want to ensure we reflect the communities we serve, which means a commitment to inclusion and diversity and job opportunities in metropolitan and regional areas across NSW. Joining us means you have the chance to be part of creating a legacy that will benefit generations to come.

Find out more about [Transport for NSW](#)



# About Safety, Environment and Regulation

We work together to deliver globally recognised, safe, sustainable transport for our people, customers and the community.

## Our responsibilities

### Strategy

Develop and communicate evidence based safety, environment and regulatory strategy for our people, customers and the community.

### Frameworks

Create, deliver and maintain clear, outcome focused frameworks, policies, standards and regulatory programs to enable consistent delivery and continuous improvement.

### Assurance

Provide risk based guidance, support, tools, evaluation and assurance to provide confidence to customers and the community on the safety and environmental sustainability of the transport network.

### People

We provide subject matter expertise, thought leadership and education to develop and support safety, regulatory and environmental awareness and capability for our people, customers and the community.

### Sustainability

Provide innovative, safe, sustainable solutions that deliver whole of life value to the customer and the community.



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