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**Great Oaks College**

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**Job Description  
Car Park Attendant**

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**Grade: 2**

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Hours of work:	Monday to Friday, variable hours as detailed below
Contract Type:	Permanent
Hours	10 hours per week, 3 hours per day, split shift Morning 8.15am - 9.15am and Afternoon 2.15pm – 3.15pm Term Time only (38 weeks)
Responsible to:	Lead Car Park Attendant / Business Manager

**Main purpose of the job**

To be responsible for managing safety at the car park during student arrival and departure times. To be available to assist with car park duties at other college events, as required.

**Car Park Duties**

- Support the safety of all students on arrival and departure from the college.
- Directing and supervising traffic to the designated parking spaces / drop off and collection points.
- Announce transport arrivals and departures via the radio system; ensuring that gates are locked and safety is maintained.
- Work closely with the Great Oaks College receptionist as well as staff from Oaklands School with whom we share the site.
- Explaining correct procedures to transport providers, parents/carers and visitors to the college.
- Promoting health and safety procedures at all times.
- Promoting the ethos of the college by respecting all staff, students and visitors and communicating with a range of stakeholders in a calm, patient and assertive manner.
- To take direction and support from senior members of staff.
- Report any incidents and concerns to a member of the senior leadership team.



### **Ad-hoc events**

- Assist with other college events, as required.

### **Other Duties**

- Any other duties to support the senior leadership team that are commensurate with the grade of the role.

**Equal Opportunities:** The College has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote this in their own work.

**Health and Safety:** The College is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

**Confidentiality:** The College is committed to maintaining the privacy of all its staff and students. It expects all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

**Safeguarding:** The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.