
Great Oaks College

**Job Description
Lead Car Park Attendant**

Grade: 4

Hours of work:	Monday to Friday, variable hours as detailed below
Contract Type:	Permanent
Hours	15 hours per week, 3 hours per day, split shift Morning 8.15am - 9.45am and Afternoon 2.15pm – 3.45pm Term Time only (38 weeks)
Responsible to:	Business Manager

Main purpose of the job

To be responsible for managing safety at the car park during student arrival and departure times. To look after the college vehicles to ensure that regular checks are carried out and vehicles are prepared for student and staff use. To be available to assist with car park duties at other college events and duties as requested by the Principal.

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 give support to colleagues to ensure that procedures are being followed and that student drop off and collection times run smoothly.
- Report any incidents and concerns to a member of the senior leadership team.

Vehicle Checks

- Carry out regular college vehicle checks.
- Assist with preparing minibuses ready for student outings.
- Re-fuelling vehicles and supporting with other vehicle related tasks.

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.

A full, clean driving licence is required for this role.