Job Description: Car Park Assistant

Grade: 2

Hours of work: 10 hours per week.
Monday – Friday
8.20am - 9.20am and 2.20pm - 3.20pm

Contract Type: Fixed term for one year (with potential to extend), 39 weeks

Reporting to: Site Manager

Main Purpose of the Job:

- Assist the safe arrival and departure of transport vehicles and pedestrians
- Check which transport vehicles have arrived
- Follow instructions from and communicate clearly with the lead member of staff in the car park and reception
- Present a welcoming and positive environment to all visitors to the site

Duties and Responsibilities:

Transport

- Operate the vehicle and pedestrian gates when instructed to do so
- Use a list to mark off vehicle and pedestrian arrivals
- Communicate politely with transport providers and parents/carers
- Communicate clearly with lead member of staff in the car park/reception to indicate any transport that has not arrived
- Consider and uphold the safety of staff, students and visitors to the premises

Grounds maintenance

- Monitor the car park area and check if anything dangerous needs to be removed
- Assist with sweeping any leaves or debris and keeping the car park clean and tidy

General

- Report any incidents to the site team or senior member of staff on site straight away

- Undertake any other duties consistent with the nature and responsibility of the role which the Site Manager or SLT may from time to time determine.

- This role involves working outside in all weather (a High Vis Jacket will be provided)

Professional Development

- To undertake regular mandatory training including safeguarding.

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 pupils. 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.

SIGNATURES

Name of Line Manager: ……

Signed…… Dated……..

Name of Post holder: …….....

Signed…… Dated……..