**Voluntary School Car Park Attendant**

**Report to:** The Site Manager

**Job Purpose:** The main responsibilities of the post are to assist with the Health and Safety of all students, staff and visitors. You will be responsible for the safe arrival and departure of all vehicles during peak times.

**Hours of work:** 14.10 – 14.40 (30 minutes). Term time only (39 weeks per annum).

**Responsibilities:**

* To be a visual presence at the school gates
* To direct parents/visitors to available spaces in the appropriate designated parking areas
* To supervise the car park and ensure it is kept accessible at all times
* Patrol surrounding areas of the school to ensure traffic is kept minimal for those entering and exiting the school

**Person Specification**

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| **Attributes**  | **Essential**  | **Desirable**  |
| **Experience**  | * Experience of working with general public
 | Previous work in a similar role and setting.  |
| **Skills and abilities / Special** **Knowledge /** **Attitudes**  | * Good customer service skills
* Good communication skills – clear and accurate with guests, visitors and colleagues.
* Patience and the ability to keep calm
* Good humoured and assertive and polite to appropriately handle challenging situations
* Attentive and observant
* Common sense and sound decision

making skills * Fit to work outdoors
* Team player
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| **Personal** **Circumstances**  | • Flexible and adaptable   | Available at short notice  |

Pioneer Secondary Academy is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be subject to an enhanced DBS record check.