



CHESHAM PREPARATORY SCHOOL JOB DESCRIPTION

CAR PARK ATTENDANT

Responsible to: The Estates Manager and Bursar

Duties

- To assist in the school car park before and after school and other times as requested by the Estates Manager. To direct vehicles arriving, leaving the premises and parking. To provide a safe traffic environment for all vehicle and pedestrians.
- To stand on the gate, at times designated by the school, greeting parents and children, therefore providing a level security to the school.
- To provide assistance in other areas of the school in terms of parking designated by the Estates Manager.
- To report any issues with parking that are noticed to the Estates Manager or Bursar.

Discipline, Health and Safety

- Maintain good order and discipline among the pupils and safeguard their health and safety, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- Emphasise and ensure the highest standards of safety and safe methods of working in such areas where potential hazards exist.
- Demand high standards of work and behaviour and where these are not observed use encouragement and where necessary sanctions to obtain the required improvement.
- Communicate to pupils that they must take a reasonable attitude to the books and equipment with which they have been provided and that they will be charged for any damage inflicted on school property.
- Notify the Designated Safeguarding Lead of any concerns regarding children's safeguarding or welfare.
- Be responsible for taking reasonable care of your own safety, that of pupils, visitors, temporary staff, volunteers and contractors. Co-operate with the Headmaster, the Bursar and members of the Senior Management Team in order to enable the Governors to comply with health and safety duties, reporting any risks or defects to the Bursar.

Professional Development

- Participate in the school's Appraisal and Professional Development scheme as implemented by the Headmaster and School Governors.
- Attend all INSET days as requested by the Headmaster.
- Review work processes from time to time.
- Participate in arrangements for further training and professional development.

Professional Standard

- Behave professionally at all times. Support the school. Foster and help to develop the school ethos, values and standards.
- Maintain acceptably high personal standards of appearance, behaviour and punctuality, both in and out of the classroom. Set a good example for all children to follow.
- Adhere to appropriate and relevant school policies. Be aware of the school mission statement and ensure that your actions are not in conflict with this.
- Observe the school's code of professional conduct.

This role is a regulated activity as defined by the disclosure and barring service.