** St Mary’s Catholic School**

**Car Park Attendant**

**JOB DESCRIPTION**

**RESPONSIBLE TO: Office Manager**

**GRADE: N02 (SCP 1)**

**HOURS OF WORK: Part-time – 5 hrs per week (Monday to Friday, 2.30–3.30pm)**

**Term time only**

**MAIN DUTIES:** The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Supervise and manage the school car park between the hours of 2.30pm and 3.30pm, Monday to Friday during tem time.
2. Ensure the car park gate is closed promptly at 2.30pm every day and re-opened again at approx. 3.30pm.
3. Ensure that access to the car park is only permitted to those on the authorised list.
4. Liaise with the office manager and pastoral team to ensure an accurate list is maintained of those parents/carers who have permitted access.
5. Issue car park passes as directed.
6. Refer any issues and concerns in relation to car park access to the office manager or a senior member of staff immediately.
7. Monitor the smooth operation of the car park, particularly in relation to health and safety and maintenance. Report any concerns to the office manager or a senior member of staff immediately.
8. Assist in maintaining a healthy, safe and secure environment and act in accordance with the school’s policies and procedures.
9. Attend and participate in meetings when required.
10. Participate in training and other continuing professional development as required.
11. Carry out any other duties, as directed by the office manager, commensurate with the level of responsibility of the post and complying with all school policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and report all concerns to the appropriate person.