



## **RICHARD PATE SCHOOL**

### **CAR PARK SUPERVISOR – INFORMATION PACK**

<b>Title:</b>	Car Park Supervisor
<b>Reports to:</b>	Bursar
<b>Employment:</b>	Part-time term time only
<b>Hours:</b>	12.5 hours per week (07.45 – 08.45 and 14.30 – 16.00, Monday to Friday) during term time, plus additional ad hoc hours as required at busy times.
<b>Salary:</b>	Annual Salary will be £6,032.50, which includes paid holiday and Bank Holidays and half-pay retainer for non-working days over and above paid holiday. Ad hoc hours will be paid in addition.
<b>Annual Leave:</b>	28 days rising to 33 days after 5 years plus Bank Holidays – to be taken during School Holidays and factored into annual salary.
<b>Start Date:</b>	5 September 2022.

### **JOB DESCRIPTION**

#### **Scope and Purpose**

To be a friendly, welcoming face to visitors arriving at the school site.

To ensure the safe and smooth running of the Richard Pate School car park during the busy morning drop off and afternoon pick up periods, as well as at various ad hoc events (such as sports matches and drama performances) when the car park is also likely to be busy.

#### **Responsibilities**

You will be responsible for directing traffic flow, helping visitors to find car parking places and ensuring that the rules of the car park are adhered to (e.g. that the one-way system is observed).

### **PERSON SPECIFICATION**

#### **Education, Qualifications and Training:**

- Previous training in safe car park attending would be advantageous, but is not essential as training is available.

**Experience:**

- Previous experience of directing traffic would be helpful, but is not essential. Training is available.
- Previous experience dealing with members of the public in a polite and courteous manner would be helpful, but is not essential.

**Aptitudes and Skills:**

- Able to be friendly while remaining in charge of the car park.
- Be resilient to working in all weathers (with appropriate foul weather clothing provided)
- Be able to work under pressure, while remaining polite and professional at all times.
- Be confident communicating with visitors to the school.

**SAFEGUARDING AND PROBATION**

We are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo Child Protection screening appropriate to the post, including checks with the Disclosure and Barring Service.

In addition to an assessment of their ability to perform the duties of the post applied for, candidates invited to attend for interview should expect further discussion relating to safeguarding and promoting the welfare of children.

The successful applicant's appointment will be subject to successful completion of a 3 month probationary period.

**FURTHER INFORMATION**

Up to date information including policies may be found on our website, [www.richardpate.co.uk](http://www.richardpate.co.uk).

Should you wish to discuss any of the detail contained within this information pack, please contact our bursary on 01242 522052.

**HOW TO APPLY**

To apply, please download an application form from our website, or call Mrs Wray on 01242 522052 who can provide you with an application form.

Please post completed application forms to the following address:-

Mrs Lucy Cox - Bursar  
The Richard Pate School Bursary  
Southern Road  
Cheltenham, GL53 9RP

Alternatively, e-mail to: [bursar@richardpate.co.uk](mailto:bursar@richardpate.co.uk)

Applications must be received by **19 August 2022**.

NB: CVs will not be accepted in place of an application form, but may be submitted as additional supporting documentation.

*Pate's Grammar School Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. And is an equal opportunities employer. In accordance with the DfE's Keeping Children Safe in Education 2021 references will be sought on all short-listed candidates prior to interview.*