



Brentwood School

Car Park Warden

Department:	Porters
Hours:	<p>Part time and term time only.</p> <p>The periods during which wardens will be deployed are as follows :-</p> <ul style="list-style-type: none">• 07.30 to 09.30 Monday to Friday inclusive• 14.30 to 16.30 Monday to Friday inclusive <p>There is the potential to work both shifts, or just mornings or afternoons.</p> <p>Occasional weekend and evening work may be required, for which additional pay will be offered.</p>
Report to:	Head Porter
Job Purpose:	<p>We are looking to employ a Car Park Warden to cover the above mentioned hours, to provide guidance to parents who use the car park for drop off and collection of pupils and to staff who use the car park spaces.</p> <p>Appropriate PPE/Clothing will be provided.</p>
Key Responsibility/ Accountability	<ul style="list-style-type: none">• To ensure that only those authorised to park on campus occupy car parking spaces.• To ensure members of staff only occupy their allocated area.• To direct parents' cars during the morning drop off period and afternoon pick up period to ensure that parents:-<ul style="list-style-type: none">- use only their drop off/pick up area- do not stop for any length of time in the drop off/pick up area- do not park in an area likely to cause disruption• To direct traffic to other car parking areas when necessary.

Person Specification	<p>The successful candidate will be able to demonstrate that they can be firm and authoritative whilst maintaining a polite and tactful demeanour with parents.</p>
	<p><i>To be committed to the safeguarding and promotion of the welfare of young people. To demonstrate this commitment in every aspect of this post. To adhere to, and ensure compliance with, the School's Safeguarding Policy at all times. You are required to report any safeguarding or child protection concerns to your line manager or the School's Designated Safeguarding Lead.</i></p>