



Car Park Warden

Job Purpose

We are looking to employ a Car Park Warden to cover the below-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.

Appropriate PPE/Clothing will be provided.

Part-time and term-time only.

The periods during which wardens will be deployed are as follows:

Hours

- 07.30 to 09.30 Monday to Friday inclusive
- 14.30 to 16.30 Monday to Friday inclusive

There is the potential to work both shifts, or just mornings or afternoons.

Occasional weekend and evening work may be required, for which additional pay will be offered.

Report to

Head Porter

Department

Estates and Facilities

Key Responsibilities & Accountabilities

- To ensure that only those authorised to park on campus occupy car parking spaces.
- To ensure that 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:-
 - 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.

Personal Specification

The successful candidate will be able to demonstrate that they can be firm and authoritative whilst maintaining a polite and tactful demeanour with parents.

Safeguarding

In essence, Operational staff are the "eyes and ears" of the school and play a crucial role in early detection and should ensure that concerns are passed on to the appropriate person immediately.

Awareness and Vigilance:

- Being aware of and alert to signs and indicators of abuse, neglect, or other safeguarding concerns.
- Understanding that children may disclose concerns to any trusted adult, not just teachers.
- Remaining vigilant in all areas of the school, including corridors, playgrounds, and communal areas.

Reporting Concerns:

- Knowing the school's safeguarding policies and procedures for reporting concerns.
- Understanding the importance of reporting any concerns, no matter how small, to the designated safeguarding lead (DSL) or another appropriate person.

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- Recognising that we all have a part to play in safeguarding children.



Brentwood School

Creating a Safe Environment:

- Contributing to a positive and supportive school environment where children feel safe and listened to.
- Maintaining professional boundaries with students at all times.

To find out more about this role, please contact recruitment@brentwood.essex.sch.uk, who will put you in touch with the Facilities Manager, Wendy Pope

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