

Traffic Attendant (Part Time, Casual)

DESCRIPTION OF THE POST:

To ensure the safe and controlled flow of traffic and people on entry and exit to the school. In particular, to direct traffic in the morning when pupils are dropped off and, in the evening, when they are collected.

Also to provide traffic control and parking services during School events.

DUTIES:

Main Responsibilities To assist with the management of vehicular traffic so that it is safe and to avoid the risk of accidents.

Maintain vigilance towards any dangers regarding motor vehicles and visitors disregarding safety procedures.

To direct and park vehicles efficiently in car parking areas.

Maintain a polite, friendly and courteous manner at all times, providing information to visitors when approached.

To be fully aware of all emergency procedures, responding promptly and in an appropriate manner to any emergency.

Maintain high standards of personal appearance. Any uniform provided must be worn whilst at work in accordance with the school's procedures.

Additional Duties The post holder is responsible for promoting and safeguarding the welfare of pupils at the school.

PERSON SPECIFICATION:

Skills and Personal Attributes	Essential	Desirable
Excellent customer service skills	✓	
Good communication skills and high level of patience	✓	
Enthusiastic approach with the willingness to help people where possible in a polite manner	✓	
The ability to remain calm	✓	
Flexible approach to working (e.g. willingness to stay and help during busier times)	✓	
An effective team member	✓	
Able to work on own initiative	✓	
Trustworthy, reliable and prepared to work in all weathers	✓	
Supportive of others – a helpful disposition	✓	
A pleasant and cheerful personality	✓	
Must be able to walk and stand for at least a 1.5 hour shift	✓	
Experience of working with children	✓	

Anticipated work hours: 2:30 – 4:00pm

Additional hours may be needed (ad hoc) in support for school events.