



Gate Person

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Summary of the role:	To efficiently manage access in and out of the site by pupils, parents, staff, visitors and deliveries through the main gated entrance to the School on a daily basis.
Reporting: to:	Estates & Minibus Manager
Main Duties and Responsibilities:	<ul style="list-style-type: none">• To supervise and control open gates actively communicating with people arriving and departing. Be vigilant in checking all pupils, parents, staff and visitors coming in and out of the school site are authorised to do so. Keep control & keep a free flow of traffic entering & leaving the site.• To refuse entry to vehicles or people without entry authorisation in a controlled but friendly manner.• Maintain regular contact with the School Offices / Line Manager concerning any entry authorisation queries or incidents. Assist in the event of any accidents.• Assist members of the public as required.• To wear appropriate uniform as supplied.• To always act in a professional manner.• Have a flexible attitude towards the need for extra hours for School events.• Keep entrance and surrounding areas presentable and free of weeds and litter.• To have training as required.• To be prepared to undertake other reasonable duties as required.• Maintain regular contact with the School Office / Line Manager concerning any entry authorisation queries or incidents.
Safeguarding responsibilities	Promote and safeguard the welfare of children and young persons with whom you come into contact.



Person Specification

Applicants must possess the following personal characteristics:

- An enthusiastic and versatile team player.
 - Have excellent interpersonal and communication skills. The incumbent is the first point of contact for entry to the School by prospective parents, current parents, pupils, staff and is an ambassador for the school.
 - Be able to work under pressure and in situations of potential conflict.
 - Have a confident, warm and welcoming manner.
 - Have a smart professional appearance.
 - Have a co-operative, reliable and customer responsive approach.
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- Hours of work: Term time only Monday to Friday 7.30am to 8.40am and 3.25pm to 6.15pm. Additional times to this maybe required for Open Mornings, evening lettings and the like.