



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.

Gate Person - Job Description

Summary of the role:

- To manage the flow of traffic into and out of the school grounds through the historic gateway owned by English Heritage.
- To ensure only suitable vehicles enter the gateway (considering size and permission).
- Hours: Three afternoons (Mon to Wed) and two full days (Thu and Fri) with some flexibility as requested by Line Manager.

Line manager: Deputy Bursar, Estates

Main duties and responsibilities:

- To actively manage and control the main gate, check and allow vehicles into and out of the school site in a controlled and friendly manner.
- To actively control the free flow of traffic into and out of the site at all times.
- Monitor, control and check the height of delivery vehicles and log details before allowing them into the site.
- Instruct over height vehicles to off load outside of the site, without blocking access to neither road nor school, and communicate any situation back to the line manager.
- The gate person will confirm to all entering the premise of the maximum speed of the site of 5mph, those that exceed this limit shall be reported to the line manager.
- No pupils or staff shall be allowed to park on site unless they have permission in writing from the Headteacher or Bursar and able to prove it.
- To monitor, control and handle situations with the public entering through the side gate, and direct to English Heritage entrance or the school if applicable.
- To ensure Health and Safety of visitors at all times.
- To be familiar with the policies relating to the school site.
- To undertake any other duties commensurate with the responsibilities and requirements of the post.
- Promoting and safeguarding the welfare of children and young people for whom you are responsible and come into contact with.

Person Specification:

- To be well presented at all times (PPE supplied).
- To be polite and courteous to all visitors. This role acts as first contact for all visitors, especially prospective parents.
- To be fit and healthy in order to be able to open large entrance gates to the site and to stand for periods of time whilst directing traffic.
- To be able to handle and control areas of potential conflict in a calm manner.
- Report and communicate problems to the line manager.