Severndale
Specialist Academy

JOB DESCRIPTION

Parking Marshal

Severndale Specialist Academy Vision:

Severndale Specialist Academy is a multi-site Academy catering for children with special educational needs in Shropshire. Our children and young people can access Severndale Specialist Academy from Reception through to Sixth Form and have a range of learning difficulties. These include moderate, severe, complex and profound learning difficulties, those with autism, complex medical conditions and physical and mobility difficulties. A number of our young people present behavioral difficulties arising from their condition; many have communication difficulties.

Purpose of the Post:

The Academy is seeking a Parking Marshal to provide high quality supervision of the Bus Parking bay at the Monkmoor campus of Severndale Specialist Academy.

As a Parking Marshal, you will be working face to face with members of staff, students, Local Authority minibus drivers, taxis and parents. You will need to be friendly, efficient and service focused.

Personal Skills required:

- Excellent verbal communication
- Excellent listening skills
- Organisational skills
- Positive whilst working under pressure

You should be enthusiastic and committed professional who is flexible and reliable and able to work on your own initiative, with the ability to establish effective working relationships at all levels, particularly as a member of a team. You should have the relevant skills and personal qualities such as being dynamic and proactive to undertake the range of duties and the ability to work accurately and consistently.

Duties and Responsibilities will include:

Professional Duties

- Undertake the opening and closing of the entrance/exit gates into the Bus Parking Bay
- Direct and control the flow of traffic into and out of the Bus Parking Bay
- To enforce the 5mph speed limit for all vehicles while on the school campus

- To maintain a radio communication link between both Parking Marshalls and the principal staff member
- During the afternoon to direct buses, minibuses, taxis and parents vehicles to the correct colour coded parking areas
- Co-ordinate with the principal staff member the opening/closing of the security gates from the colour coded pupil waiting area
- During adverse weather ensure that all access routes into Bus Parking Bay including pedestrian footpaths are salted and gritted
- Ensure Pedestrian footpaths are used appropriately
- To assist with vehicle manoeuvring and reversing
- At all times ensuring the safety and welfare of all pupils, parents, drivers, escorts and staff minimising any risks
- Ensuring that policies and procedures relating to Parking Marshal duties are followed and maintained, such as wearing Personal Protective Equipment

Reporting

- Line Manager: Site Services Supervisor and Strategic Business Manager

Benefits of the Post:

- The grade of the post is: Scale 1, Point 2
- The hours of work are: 08.30am - 9.45am and 2.30pm - 3.45pm, 12.5 hours per week, Term Time Only.
- Access to the School Advisory Service
- Bike to work scheme
- Continuing Professional Development
- Local Authority Pension Scheme

The above job description does not define in detail all of the duties and responsibilities of the post in question. It may be necessary to re-evaluate areas of responsibility. After due consideration and discussion areas may be amended in consultation with the Exec Principal.