



Watford Grammar School for Girls

JOB DESCRIPTION	
Job Title	Car Parking Manager
Reports To	Site & Facilities Manager
Contract Type	Permanent/Casual
Role	Support
Working Pattern (Days)	Home Match Days – Watford Football Club
Pay Range	£157.50 per 7 hour match session. 1 hour unpaid break (during match)

Context of the post

In all matters the foremost will be the supporting of the aims of the School and the policies laid down by the Governing Body. The spirit of all the school policies is summed up by our mission statement:

“To foster the academic excellence and personal development of each pupil in a caring, stimulating and challenging environment so that each pupil is able to fulfil her full potential.

To promote high quality teaching and learning and to hold high expectations of each pupil both in terms of achievement and good behaviour.

To manage the school in ways which involve the whole staff in preserving and carrying forward the special character of Watford Grammar School for Girls, which is based on care and respect for every member of the school community.”

It is the responsibility of every member of staff to ensure at all time the safety of the children in their care. All adults working in the school should know about the school’s child protection procedures and the identity of the Designated Senior person for child protection.

Job Purpose

- To manage and facilitate the smooth and efficient operation of the Watford Grammar School for Girls parking services.
- To organize staff rota, manage carparking staff and check on their safety.
- To direct cars to park, collect money and help the public with directions to their event.
- The post holder will work under the general and specific direction of the Site & Facilities Manager or in his absence the Deputy Site Manager.

Main Duties and Responsibilities

- To set up carpark to ensure site is clear and a safe area to park cars before shift starts, removing obstructions, moving school mini-buses, placing out traffic cones.
- To Manage all carpark activities, opening and locking of building, gates doors lighting – making the site clear and secure at the end of each shift.
- To organize staff rota, manage onsite carparking staff and checking on their safety and set good safe working practices are being kept too – communication by on site walkie-talkies is used by all staff.
- To make sure that car parking fees are collected from all customers and provide information to help maximize visitors use of the car park.



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- To provide onsite training to new members of the team, checking staff are working as directed.
- To ensure monies from parking tickets are counted, bagged and recorded correctly and locked in the safe after each game, ready for banking so financial procedures are correctly followed.
- To provide information to visitors to the park on general issues i.e. where the facilities are, to ensure visitors gain the most from their visit.
- Respond to enquiries, deal with issues from the public, staff, visitors to the site and provide assistance when needed.
- To report any issues to Site & Facilities Manager and record evidence of observations of illegal activities as directed.
- To maintain a presentable and professional personal appearance, ensuring that the issued uniform is worn at all times when on duty and maintained in a clean and tidy.
- To carry out regular patrols of car parks, either individually or as part of a team. Patrols will be on foot.
- To communicate factual information politely and courteously.
- Form effective working relationships needed for the job.
- Deal with others courteously and in an acceptable manner.
- Able to recognise and to deal with difficult customers.
- To carry out any other reasonable duties as requested by the Site & Facilities Manager.

PHYSICAL EFFORT AND WORKING ENVIRONMENT

- Moving and carrying cones and signs.
- Standing and walking for long times.
- Approx. 5% of the work involves carrying and moving equipment and materials.
- All of the work is done outside and sometimes in wet or cold weather.

HEALTH AND SAFETY

- To be familiar and comply with the schools Health and safety policy and procedures and apply those procedures that are relevant to the job such as manual handling, lone working procedures and responsibilities

EQUALITY

- Deals with all clients and work colleagues fairly regardless of race, colour, sex, disability, age or religious belief under guidance from Line Manager



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ORGANISATION CHART

Site & Facilities Manager

Deputy Site Manager

Car Park Manager

CONTACTS

- Headmistress and Senior staff.
- Site and Facilities Manager and the rest of the site team.
- Teaching and support staff.
- Pupils and visitors (including parents).
- Building trades contractors and appropriate LEA staff.
- Cleaning staff or contract cleaning supervisor (as appropriate).

Notes

- a. All staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct.
- b. Staff uphold public trust in Watford Grammar School for Girls therefore staff are expected to maintain high standards of ethics and behaviour, within and outside school, by:
 - i. Treating pupils and colleagues with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to their position.
 - ii. Having regard for the need to safeguard pupils' wellbeing, in accordance with statutory provisions as appropriate.
 - iii. Showing tolerance of and respect for the rights of others
 - iv. Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
 - v. Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
 - vi. All staff must have proper and professional regard for the ethos, policies and practices of Watford Grammar School for Girls and maintain high standards in their own attendance and punctuality.
- c. The post holder will take part in an annual performance Review at which objectives will be set and development needs identified.
- d. It is a statutory requirement that all public sector workers in customer facing roles must be able to speak English fluently and you will be expected to demonstrate at



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interview and in the classroom the ability to converse at ease and at an appropriate level in accurate English with pupils, parents, and visitors to the school.

- e. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- f. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part may be so construed.
- g. This job description is not necessarily a comprehensive definition of the post.
- h. The duties and responsibilities listed describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be deemed necessary by the Headmistress.
- i. The job description will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder.

Please sign both copies of this job description, keeping one for your files and returning one to the HR Department, within 14 days. If it is not returned within 14 days your acceptance will be presumed.

Signed:

Date:

Headteacher

Signed:

Date: