



## RECRUITMENT PACK

# VISITOR AND STUDENT SERVICES LIAISON OFFICER

**Closing Date: 12 noon, Monday 8<sup>th</sup> July 2024**





**11-18 Mixed, ethnically diverse, Outstanding Academy  
1250 on roll (+ 350 in Sixth Form)  
One of Brent's most over-subscribed schools**

**VISITOR AND STUDENT SERVICES LIAISON OFFICER**

**Salary Scale 4 Point 7 (£24,294) – Point 11 (£25,979) per annum  
Salary depending on experience  
This will be pro-rated for Term Time only**

The Visitor and Student Service Liaison Officer plays a crucial role in ensuring a smooth school day by ensuring the safe entrance and exit of visitors, vehicles, whilst maintaining excellent safeguarding arrangements and being prepared to handle any unexpected challenges that may arise. Their primary responsibility is to swiftly address these situations, ensuring the safety and well-being of both visitors and students.

The successful candidate will possess the necessary skills and readiness to effectively manage emergency situations that may occur within the school environment, ensuring a secure and supportive atmosphere for everyone involved.

To apply please refer to:-

[Chrysalis Multi Academy Trust, Brent | Teaching Jobs & Education Jobs | MyNewTerm](#)

**Closing Date: 12 noon, Monday 8<sup>th</sup> July 2024**

## **JOB DESCRIPTION**

### **General Responsibilities**

The Visitor and Student Service Liaison Officer plays a crucial role in ensuring a smooth school day by being prepared to handle any unexpected challenges that may arise. Their primary responsibility is to swiftly address these situations, ensuring the safety and well-being of both visitors and students. Additionally, they must possess the necessary skills and readiness to effectively manage emergency situations that may occur within the school environment, ensuring a secure and supportive atmosphere for everyone involved.

### **Your Primary Duties:**

- Ensuring the safe entrance and exit of visitors vehicles, whilst maintaining excellent safeguarding arrangements
- Monitor any suspicious traffic activity in adjacent streets
- Monitor CCTV reporting suspicious behaviour
- There is an expectation to complete some evening work (Open Evening, Parent Consultation Evenings) these additional hours are paid as overtime.
- Ensure all staff and students are safe.
- Responsible for the safety of property, personnel and visitors.
- Direct visitors, partners, suppliers, vendors and customers to their destination.
- Ensure all visitors use the appropriate signing in methods and check identification
- Liaise with Reception team for planned visitors
- Liaise with Reception team for students leaving during the school day e.g. illness/dentist
- Protect parking spaces from being misused.
- Engage with visitors to see what they need and point them in the right direction if they are not sure where to go after entering a school.
- Obtains help by sounding alarms.
- Maintain the integrity of the Secure Line e.g. informing gate duty leader of issues and reporting any intruders immediately.
- Completes reports by recording observations, information, occurrences, and surveillance activities; interviewing witnesses; obtaining signatures.
- Contributes to team effort by accomplishing related results as needed.
- Supporting and calming parents to understand the school's protocol for arranging meetings with school staff
- Ensuring safeguarding and H&S protocol is followed in terms of entrance/exit of students and visitors
- Monitoring and challenging toilet usage
- Monitor Late Books
- Support with updating registers during exam time
- Checking students signing in late have gone to lesson (for specific students of concern)
- Supporting the facilitation of external agency meetings with a student in the Greenway meeting room - specifically ensuring student arrives and signing in visitors - not sitting in meetings.
- Ensuring Sixth Form students are only allowed (back) on site if they are wearing their lanyard and ID card; appropriate use of the tap in/tap out system
- Liaise with Attendance Officer to support with students with persistent absence and punctuality issues
- Any other additional duties as directed by the Line Manager.
- This job description is not an exhaustive list.

The school is committed to maintaining appropriate professional standards at work and safeguarding children. It is the responsibility of the post holder to familiarize themselves with the named person(s) for child protection and safeguarding.

The post holder is responsible for formally notifying the Headteacher directly of any changes to status and must, for safeguarding reasons and at the earliest possible time, disclose all new information about cautions, reprimands, final warnings, police enquiries, pending prosecutions, convictions, criminal charges or summonses subsequent to the last DBS Enhanced disclosure.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons's/he is responsible for or comes into contact with.

### **Conditions of employment**

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Governing Body. This job description is not necessarily a comprehensive definition of the post. It will be reviewed as and when required and it may be subject to modification at any time after consultation with the appropriate parties.