



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 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.

Line manager: Russell Haggerty, Estates Manager

Main duties and responsibilities:

- To man and control the main gates, being vigilant in checking all personnel and vehicles coming in and out of the school site.
- To refuse entry to vehicles or people without entry authorisation in a controlled but friendly manner.
- Maintain regular contact with the School Office/Line Manager concerning any entry authorisation queries or incidents.
- To keep control of free flow of traffic entering and leaving the site, at all times.
- Check height and log details of delivery vehicles prior to allowing entry, ensuring sufficient headroom is always available to preclude damage to any of the Gate House structure. Any vehicles that are over the maximum height capacity must be instructed to unload outside the site entrance, ensuring no blockage to access or roads.
- To advise all those entering the site that the maximum speed limit is 5mph and this must be adhered to at all times. Any vehicle in contravention of this limit must be reported to the School Office/Line Manager.
- Ensure that no pupils drive onto site without prior permission in writing from the Headmaster.
- To check that parents and staff are clearly displaying a parking permit in the windscreen of their vehicles.
- To monitor, control and appropriately handle situations whereby members of the public enter the site via the pedestrian side gate, re-directing to the English Heritage entrance if applicable or announcing to the School Office if visitors to the School with an appointment.
- To wear appropriate PPE as supplied.
- To always act in a professional manner whilst on the School site.
- Have a flexible attitude towards the need for extra/unsociable/short notice working out of normal hours to accommodate School events.
- To liaise daily with the Estates Manager regarding any issues.
- To be prepared to undertake other reasonable duties as delegated by the Estates Manager.

Person Specification

Personal Characteristics:

Essential Characteristics: 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, students, staff and other schools and will be 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, customer responsive approach with a “can do” attitude.

Desirable Characteristics: Previous experience of working in a school

I confirm that I have been given a copy of this Job Description and have read and understood it.

Signed by: _____ Date: _____

Gate Person