

# BROMSGROVE SCHOOL

## **GATEKEEPER**

20 hours per week, working evenings, weekends, and some day shifts. To provide a professional welcome to all visitors to the School, assist with deliveries and provided security assistance.

Further details and application forms are available on the School website. Please note that CVs alone cannot be accepted.

Closing date for all applications is 23<sup>rd</sup> September 2019.

The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including checks with past employers and the DBS.

## **JOB DESCRIPTION**

Line Manager:	Head of Security and Events
Hours of Work:	20 hours per week working evenings, weekends and some daytime shifts. This is a 52 week of the year post
Salary:	£8.65 per hour
Holidays:	25 days per annum per annum (pro-rata plus 8 Statutory Bank Holidays). Holiday year runs from 1 <sup>st</sup> January to 31 <sup>st</sup> December After the completion of five years' service there is an additional 2 days of leave (pro-rata).
Sick Pay:	During probationary service Nil During the first year 2 weeks full pay During the second year 6 weeks full pay During years, three-five 8 weeks full pay During years, six and ten 10 weeks full pay During the 11 <sup>th</sup> year and thereafter 12 weeks
Pension Scheme:	A contributory pension scheme is available
Additional Benefits:	Free car parking, uniform provided

## **MAIN DUTIES AND RESPONSIBILITIES**

1. To project a positive image to all visitors and provide direction and assistance at all times.
2. To provide security of buildings and monitor activity in the School.
3. To provide car parking support.
4. To cover the Gate House and log in and out all deliveries.
5. To keep the Gate House and surrounding area clear of litter.
6. To undertake a first aid course and administer first aid when required.
7. To provide assistance to school staff in the administration and delivery of parcels.
8. To carry out general duties as required supporting the operation of the School's daily activities and events.

**PERSON SEPCIFICATION:**

	<b>Essential</b>	<b>Desirable</b>
<b>Experience and Qualifications:</b>		
First Aid Qualification (in date)		*
Full, clean driving licence	*	
I.T. Literate (to be able to email, read/prepare spreadsheets)		*
Manual Handling qualification		*
<b>Skills, Knowledge and Abilities:</b>		
Excellent timekeeping	*	
Good communication skills, verbal and written	*	
Good organisation skills	*	
Ability to be able to lift and move parcels/furniture	*	
<b>Personal</b>		
Self-motivated	*	
Friendly and approachable	*	