**Trinity School, Sevenoaks**

**Reversing Assistant Job description & Person Specification**

Job Title: Reversing Assistant

Responsible to: Facilities Manager

Location: Seal Hollow Road, Sevenoaks, Kent. TN13 3SL

*In everything set them an example by doing what is good. Titus 2:7*

**As a faith school it is our vocation, moral obligation and delight to provide the best possible education for each student as part of a Christian community.**

**All staff will:**

* Play a full part in the life of the school community, support its Christian mission, ethos and policies and encourage staff and students to follow this example.
* Fulfil responsibilities with regards to safeguarding (including reporting concerns to the designated child protection officer)
* Be involved in the school’s community service, as required.
* Model Trinity values to parents and students
* Be positive, dynamic and challenging in all aspects of work
* Foster the school’s inclusive ethos providing a common life based on the Christian family and nurturing everyone regardless of race, gender, sexual orientation, religion or ability
* Share direct accountability for the establishment of Trinity School as an outstanding school
* Take responsibility for their own learning and development
* Develop the skills and talents of other members of the community
* Ensure their own well-being and that of others by establishing an appropriate balance between life and work
* Play an active part in the life of the school and its community
* Develop social cohesion and positive links with the whole of our local community
* Adhere to the school community’s standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management.
* Agree annual performance targets, with a view to own continuous improvement
* Undertake any other duties that may reasonably be required by the Headmaster.

The Governing Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

**Specific Responsibilities**

**Main Purpose**

To monitor and ensure safe traffic movements of all buses whilst on site in the school car park. To marshal all buses whilst on the school site.

* To monitor and ensure safe movement of all buses (large vehicles) around the school car park.
* To be responsible for being the eyes and ears of the drivers of the buses and provide a good line of sight for the driver to ensure safe movement.
* To communicate with the bus drivers either by radio or simple hand signals.
* To provide drivers with full and specific instructions in a clear and confident manner.
* To ensure the area around the vehicle is clear and safe before the vehicle begins to manoeuvre.
* Follow all standard instructions from the drivers constantly.
* To be able to hear the vehicles reversing horns being engaged over background noise.
* Keep up to date with any changes to plans, timings or routes.
* To undertake to control the vehicles in a confident manner.
* Be a marshal for all large vehicles (buses) on site.

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Basic numeracy and literacy |  |
| **Experience** |  | * Experience of being a traffic/vehicle marshal |
| **Knowledge** |  | * Knowledge of relevant health and safety regulations |
| **Skills** | * Ability to follow all standard instructions from the bus drivers constantly * Ability to provide drivers with full and specific instructions in a confident manner |  |
| **General/**  **Personal Qualities** | * Good level of eyesight including peripheral vision * Good level of hearing and ability to hear vehicle reversing horns being engaged above background noise * Ability to stand for over one hour twice a day to marshal vehicles * Ability to use hands/arms to give instructions to drivers * Calm and pleasant manner * Confidence * A team player, collaborative worker * Self-motivated * Ability to contribute greatly to the wider life of the School * Resilient * Strives for excellence in every aspect of school life * Determination and perseverance * Enthusiasm * Patience |  |

Signed: ……………………………………………… Employee: ………………………………….