



## **GATE KEEPER**

### **School Mission Statement**

Our Maricourt family, with Christ at the centre, is a community of welcome, compassion and respect in which we are encouraged to discover our true purpose and empowered to achieve the extraordinary so as to be the change we want to see in our world

**Job Title:** Gate Keeper

**Responsible to:** Headteacher, Business Manager and Site Manager

**Salary Range:** Grade C SCP 3-4  
Full Time (36 hrs per week) Term Time

### **Job Purpose:**

Under the direction of the Site Manager, be responsible for the security of the school campuses during the school day ensuring the safety of pupils, staff and visitors.

### **General Responsibilities:**

To contribute to the Catholic ethos of the school, as laid down in its Mission Statement in all areas of contact and responsibility, in relationships with staff and pupils.

To support and follow the policies and procedures set out in the Staff Handbook and as directed by the Governing Body.

To take advantage of all opportunities for professional development

### **Working Routines and key tasks:**

Maintain premises security at the school entrances during the hours of appointment.

Liaise with reception, attendance, progress leaders and SLT to locate pupils entering/exiting the school campus

Patrol the school grounds as directed by Site Manager and SLT.

Provide support in the local community with duties/patrols in key areas for example, shops train station etc to ensure pupils safety and conduct

Marshalling duties at Open Evening and Awards Evenings

Assist with maintaining the tidiness of the school site, including litter picking duties.

Ensure stringent health and safety provision and adherence to safe working practice.

To be part of the wider support team for our pupils including where necessary supporting other areas when required.

Other work commensurate with the scale and nature of the post

### General:

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.

The School has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the School.

The post-holder will be expected to observe and promote the School's commitment to ensuring that it does all that is reasonably possible to minimise the potential for crime, disorder, anti-social behaviour, substance misuse and crime that adversely effects the environment.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Note: Where the postholder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job



## **GATE KEEPER PERSON SPECIFICATION**

The successful applicant must be able to relate well with a wide range of young people from different backgrounds as well as with teachers, other professional, adults other than teachers and pupils' families. They will need commitment, energy and patience and must be prepared to learn

Appointment will be subject to Enhanced DBS clearance to work with children.

	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
<b>Qualifications &amp; Experience</b> <ul style="list-style-type: none"> <li>• Experience of working in school environment</li> <li>• Ability to relate well to pupils, staff and visitors and build professional relationships.</li> </ul>	√	√	A,I,R  A,I,R
<b>Skills</b> <ul style="list-style-type: none"> <li>• Able to work as part of a busy team or under own initiative with minimal supervision</li> <li>• Ability to deliver under pressure, whilst maintaining positive working relationships.</li> <li>• Knowledge of Health and Safety</li> </ul>	√  √  √		A,I,R  A,I,R  A,I,R

<p>procedures and precautions.</p> <ul style="list-style-type: none"> <li>• Awareness of COSHH Regulations.</li> <li>• Demonstrate an understanding of inclusion.</li> <li>• Willingness to undertake appropriate first aid training (if appropriate).</li> </ul>	<p>√</p> <p>√</p>	<p>√</p>	<p>A,I,R</p> <p>A,I,R</p> <p>I</p>
<p>Personal Qualities</p> <ul style="list-style-type: none"> <li>• Ability to defuse and descilate situations</li> <li>• Ability to relate and communicate effectively with others</li> <li>• Flexible approach to working in a team</li> <li>• Enthusiastic outlook, with a “can do” attitude</li> <li>• Excellent interpersonal skills</li> <li>• Patient and methodical</li> <li>• Commitment to supporting the ethos of the school.</li> <li>• Commitment to safeguarding and promoting the welfare of children and young people.</li> </ul>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>		<p>A,I,R</p> <p>A,I,R</p> <p>A,I,R</p> <p>A,I,R</p> <p>A,I,R</p> <p>A,I,R</p>

A Application, I interview, R reference