



ROYAL GRAMMAR SCHOOL
Amersham Road, High Wycombe, HP13 6QT

01494 524955

www.rgshw.com

Car Parking Attendant

Flexible working hours
(Saturday mornings during rugby season plus potential opportunity for further adhoc hours as required)

Start: asap

Applications should be made to the Headmaster asap by email (dmc@rgshw.com) or post. Along with the completed application form, please include a letter of application and a current curriculum vitae, which should include the names, addresses, telephone numbers and email addresses of 2 referees.

Those being called for interview will hear by within one week of your application being received. If you have not heard from us by this time please assume that your application was unsuccessful. In which case we thank you for applying and wish you well in your future career.

The RGS is committed to promoting the safety and welfare of all pupils.
Appointment is conditional upon at least two satisfactory references. All staff are required, before taking up post, to undertake an enhanced criminal record check through DBS.



Car Parking Attendant

Appointment:

- Flexible working hours
- Saturday mornings during the rugby season plus potential opportunity for further adhoc hours as required

Salary:

- £9.50 per hour

Job Description

As Car Parking Attendant:

- Assist all visitors with parking, directing them to a safe and appropriate place to park on site.
- Support visitors with leaving site safely and efficiently.
- Assist all visitors in a courteous and efficient manner, answering queries and supplying information as required.
- Patrol car parks whilst on duty.
- Support the school with maintaining the car parks by reporting any instances of littering or any hazards you come across within the car parks to the Estates Manager.
- Ensure any instances of unauthorised parking are reported to the Estates Manager.
- Undertake such other duties when required.