

# VACANCY

## Parking Marshal

### **Who are we:**

Severndale Specialist Academy is a multi-site Academy catering for children with special educational needs in Shropshire. Our children and young people can access Severndale Specialist Academy from Nursery through to Post 19 and have a range of learning difficulties.

### **Purpose of the Post:**

The Academy is seeking a Parking Marshal to provide high quality supervision of the Bus Parking Bay at the Monkmoor campus of Severndale Specialist Academy.

As a Parking Marshal, you will be working face to face with members of staff, students, Local Authority minibus drivers, taxis and parents. You will need to be friendly, efficient and service focused.

The role involves liaising professionally, courteously, and politely with all stakeholders, trustees, members of staff, students, and parents.

### **Role requirements:**

- Good standard level of Education

### **Skills required:**

- Excellent verbal communication.
- Excellent listening skills.
- Organisational skills.
- Positive whilst working under pressure.
- Ability to work within a team.

### **What is included:**

- The grade of the post is: Scale 1, Point 2.
- The hours of work are: 08.30am - 9.45am and 2.30pm - 3.45pm, 12.5 hours per week, Term Time Only.
- Access to the School Advisory Service.
- Bike to work scheme.
- Continuing Professional Development.
- Local Authority Pension Scheme.

**Closing Date: 9am Monday 27<sup>th</sup> April 2026**

If you want to further your career in a fast paced environment, then please complete the application form at [www.severndaleacademy.co.uk](http://www.severndaleacademy.co.uk) and forward your information to our HR department at:

[recruitment@severndaleacademy.co.uk](mailto:recruitment@severndaleacademy.co.uk)

The Learning Community Trust is committed to safeguarding and promoting the welfare of children and young people. All post holders working in regulated activity with children, are required to have an enhanced DBS check (including a check on the children's barred list).

References will be required for all shortlisted candidates, prior to interview and these will be checked following the Learning Community Trust recruitment and selection process. In line with the Statutory Guidance Keeping Children Safe in Education an online check will also be undertaken for all shortlisted candidates prior to the interview. Shortlisted candidates will also be required to complete a criminal self-disclosure declaration, posts that involve working in regulated activity are exempt from the Rehabilitation of Offenders Act, please note it is a criminal offence for individuals on the barred list for children to apply for any post working with children.

For more information, please refer to The MOJ's guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, for information about which convictions must be declared during job applications and related exceptions and further information about filtering offences can be found in the DBS filtering guide.

We are committed to equality and diversity and follow the Safer Recruitment practices as set out in the Statutory Guidance - Keeping Children Safe in Education.

For more information regarding our schools commitment to safeguarding, please see our website for our school policies - <https://severndaleacademy.co.uk/our-school/policies/>



## **JOB DESCRIPTION**

### *Parking Marshal*

#### **Severndale Specialist Academy Vision:**

Severndale Specialist Academy is a multi-site Academy catering for children with special educational needs in Shropshire. Our children and young people can access Severndale Specialist Academy from Reception through to Sixth Form and have a range of learning difficulties. These include moderate, severe, complex and profound learning difficulties, those with autism, complex medical conditions and physical and mobility difficulties. A number of our young people present behavioral difficulties arising from their condition; many have communication difficulties.

#### **Purpose of the Post:**

The Academy is seeking a Parking Marshal to provide high quality supervision of the Bus Parking bay at the Monkmoor campus of Severndale Specialist Academy.

As a Parking Marshal, you will be working face to face with members of staff, students, Local Authority minibus drivers, taxis and parents. You will need to be friendly, efficient and service focused.

#### **Personal Skills required:**

- Excellent verbal communication
- Excellent listening skills
- Organisational skills
- Positive whilst working under pressure

You should be enthusiastic and committed professional who is flexible and reliable and able to work on your own initiative, with the ability to establish effective working relationships at all levels, particularly as a member of a team. You should have the relevant skills and personal qualities such as being dynamic and proactive to undertake the range of duties and the ability to work accurately and consistently.

#### **Duties and Responsibilities will include:**

##### *Professional Duties*

- Undertake the opening and closing of the entrance/exit gates into the Bus Parking Bay
- Direct and control the flow of traffic into and out of the Bus Parking Bay
- To enforce the 5mph speed limit for all vehicles while on the school campus

- To maintain a radio communication link between both Parking Marshalls and the principal staff member
- During the afternoon to direct buses, minibuses, taxis and parents vehicles to the correct colour coded parking areas
- Co-ordinate with the principal staff member the opening/closing of the security gates from the colour coded pupil waiting area
- During adverse weather ensure that all access routes into Bus Parking Bay including pedestrian footpaths are salted and gritted
- Ensure Pedestrian footpaths are used appropriately
- To assist with vehicle manoeuvring and reversing
- At all times ensuring the safety and welfare of all pupils, parents, drivers, escorts and staff minimising any risks
- Ensuring that policies and procedures relating to Parking Marshal duties are followed and maintained, such as wearing Personal Protective Equipment

#### *Reporting*

- Line Manager: Site Services Supervisor and Strategic Business Manager

#### **Benefits of the Post:**

- The grade of the post is: Scale 1, Point 2
- The hours of work are: 08.30am - 9.45am and 2.30pm - 3.45pm, 12.5 hours per week, Term Time Only.
- Access to the School Advisory Service
- Bike to work scheme
- Continuing Professional Development
- Local Authority Pension Scheme

The above job description does not define in detail all of the duties and responsibilities of the post in question. It may be necessary to re-evaluate areas of responsibility. After due consideration and discussion areas may be amended in consultation with the Exec Principal.

# PERSON SPECIFICATION



## Parking Marshal

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW ASSESSED
Qualifications	Good standard level of Education	Health & Safety Knowledge	A, I, R
Work experience and desired vocational training		COSHH Manual Handling	A, I, R
Other relevant experience and/or interests		Previous involvement with Security Procedures Previous experience in a fast-paced school setting Fire Awareness Training	A, I
Special(ist) knowledge		Hand signals for directing vehicles	A, I, R
Job related personal skills	Ability to communicate clearly and concisely Able to prioritise, act on initiative Able to work as a member of a team		A, I, T, R
Special Working Conditions	No smoking policy Flexibility of working hours/weekend/evenings Undertake training		A, I

Method of Assessment: (A) application form, (I) interview, (R) references