

# WAVERLEY CHRISTIAN COLLEGE Inc

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ABN: 48 847 193 961  
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## Position Description

**Position:** Internal Traffic Supervisor  
**Campus:** Wantirna South  
**Employment Status:** FTE 0.2  
**Reports Directly To:** Property Manager

### Role:

The Internal Traffic Supervisor, along with the Car Park Team, is responsible for overseeing the College's parking facilities, maintaining the efficient traffic flow and assisting in providing a safe and effective means for students and other pedestrians to cross the car park and roads at established crossings. This role involves coordinating parking logistics, addressing violations, and providing excellent customer service to students, staff and parents.

### Hours:

2.15PM - 4.15PM Monday to Friday [Term time only].

Note that occasional after hours work may be required in the evening for special school events such as musicals, presentation nights and other events for which advance notice would be provided.

### Duties:

- Traffic flow management by directing traffic during peak pick-up times to maintain a smooth flow and ensuring adherence to designated parking areas and traffic routes
- Maintaining a safe environment in the parking areas, by supervising pedestrians and vehicles at school crossings
- Use of Stop/Go sign to direct traffic and pedestrians
- Ensure that all vehicles are stationary before allowing pedestrians access to the crossing
- Ensure that all pedestrians have crossed the road before allowing vehicles to proceed
- To understand the principles and procedures used in the supervision of the College car park
- Overseeing and collaborating with the Car park team and other relevant staff to ensure effective communication regarding parking policies and changes

### Selection Criteria:

- Working with Children Check
- Knowledge of traffic laws and parking regulations
- Possess good hearing and eyesight
- Good interpersonal and verbal communication skills
- Ability to remain calm and handle challenging situations effectively
- Physical ability to stand and walk for extended periods

### Inherent Requirements of the Position

#### Property Services Staff – Car Park Supervisor

- Contribute proactively to a culture of child safety

- Lifting or carrying heavy items (assisted and unassisted)
- Standing tasks requiring twisting and turning
- Extended periods of physical labour
- General Computer use
- Ability and licence to drive College cars
- Occasional travel between campuses
- Standing/walking for extended periods
- Able to work in an outdoor environment and differing weather conditions
- Ability to remain positive and calm during busy events and occasionally if challenged by frustrated drivers

### **Occupational Health and Safety Responsibilities**

- Ensure, so far as is reasonably practicable, that work areas under your control are without risk to health and safety of occupants
- To have knowledge of, and comply with the College's OHS policies and procedures
- To comply with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors
- Participate in relevant training and induction sessions
- To report all incidents and/or potential hazards to the Bursar and Property Manager as soon as possible

As part of your employment, you are expected to participate in a range of duties beyond your own responsibilities. The College Calendar provides additional detailed information. These duties may include, but are not limited to:

- Be familiar with, and supportive of, the College's policies regarding child safety
- Adherence to College Policies and Procedures
- Support of the Waverley Christian College ethos
- Participation in relevant meetings
- Attendance at the first day for staff, Staff Retreat and end of year function
- Working Bees (Saturday mornings as scheduled)

Some duties may need to be performed at times other than during the school day including on weekends. Your duties may be varied by the College from time to time in accordance with the College's operational requirements.