



PENLEIGH AND ESSENDON GRAMMAR SCHOOL

## **POSITION DESCRIPTION**

**POSITION:** School Traffic Marshal  
**REPORTS TO:** Facilities Manager  
**LOCATION:** Keilor East campus

### **PURPOSE**

To assist in ensuring the safety of students and pedestrians crossing internal roads on their way in and out of the campus and helping to improve safe traffic flow.

### **NATURE AND SCOPE:**

Penleigh and Essendon Grammar School is a school for boys and girls from Kindergarten to Year Twelve. The school operates on three campuses with a student population of over 2,900. The Kindergartens and Junior School (boys) are located in Essendon, the Junior School (girls) in Moonee Ponds and Gottliebsen House Middle School (boys), McNab House Middle School (girls) and the Larkin Centre (coeducational Senior School) are located in Keilor East.

The school has an excellent record for the academic achievement of its students in all areas. The curriculum is designed to challenge students intellectually, to develop their knowledge within particular disciplines and to gain an appreciation of contemporary society and its history. The academic programme is complemented by a diverse co-curricular program of Drama, Dance, Music and Sport.

### **POSITION CONTEXT**

The School Traffic Marshal is directly responsible to the Facilities Manager, but may also work as directed by Heads of Sections, Vice Principal and Principal.

The person is expected to support the school's aims, policies and procedures and the philosophy of a school associated with the Uniting Church.

## JOB GUIDELINES:

Key responsibilities include:

- Manage traffic and ensure safe passage of students and other pedestrians at designated areas on campus, at locations as designated by the Facilities Manager
- Represent the school in a professional and courteous manner, with a focus on customer service
- Direct drivers to adhere to the Schools signed safe speeds and designated parking zones.
- Direct students and pedestrians to adhere to safe practices when using the School's roads and pathways.
- Wear and use appropriate safety equipment and maintain this in good working order.
- Follow safe work practices at all times, reporting any concerns, hazards, injury, incident or near misses in accordance with school procedures
- Seek direction from the Facilities Manager as required
- Attend training and meetings as required.
- Support Equal Employment Opportunity principles, including support for an equitable, safe, and productive environment for all staff and students and treating all school community members with dignity and respect.
- Perform other duties as required

This is a casual position based at the Keilor East campus, working in shifts from 8am to 10am and/or 2.30 to 4.30pm, Mondays to Fridays during school terms only, when required.

This role would suit a person who enjoys working outdoors and interacting with students, parents and staff to improve safety.

You must have:

- Experience working in a similar role
- Good verbal communication skills, with the ability to communicate to students, parents and staff in a professional manner

- Ability to instruct and direct pedestrians and drivers of vehicles in the school grounds to uphold safe practices and support traffic flow
- Ability to speak and read English and understand road signs
- A high level of awareness of traffic safety
- A friendly and courteous manner, with a focus on customer service
- A mature and responsible outlook
- Physical ability to stand and walk for the duration of the shifts
- First aid qualifications, including anaphylaxis and asthma, or be willing to obtain.
- A valid Working With Children Check (employee)

**CONCLUDING REMARKS**

The position description should not be seen as limiting and is open to review, by negotiation, by either party.