

Suva Grammar School

JOB DESCRIPTION: Front Gate Attendant

CORPORATE INFORMATION

1. Position Level: Support Staff (short term up to 1 year position)
2. Salary / Wages Range: FJ\$4.00 an hour to FJ\$4.50 an hour depending on Monthly Appraisal
3. Duty Station: Suva Grammar School Front Gate
4. Reporting Responsibilities;
 - a) **Reports To:** School Principal
 - b) **Liases with:** Visitors, Students and Staff
 - c) **Subordinates:** Nil

POSITION PURPOSE

To guard the entrance gate of Suva Grammar School and control traffic and people to and from buildings and grounds. The officer will be required to open gate to allow entrance or exit of employees, students, authorized visitors and usher parents and visitors to required sectors.

KEY DUTIES

The positions will achieve its purpose through the following key duties. Working with relevant staff in accordance with legislative requirements and to meet the operational needs of the SGS:

- Guard entrance gate of Suva Grammar School and control traffic and people to and from buildings and grounds: Opens gate to allow entrance or exit of employees, students and authorized visitors.
- Check credentials or approved roster before admitting anyone.
- Issue passes at own discretion or on instructions from superiors.
- Direct visitors and vehicles to various parts of grounds or buildings.
- Inspect outgoing traffic to prevent unauthorized removal of school property or products.
- Record number of vehicles entering and leaving.
- Perform maintenance duties, such as mowing lawns and sweeping gate areas.
- May require permits from employees and contractors for tools or materials taken from premises.
- May supervise use of time clocks for recording arrival and departure of employees and students
- May answer telephone and transfer calls when switchboard is closed.
- Fill in Visitors Book and assist in time clock/manual entries of all late arrivals of staff and students.
- Keep a check on Staff Quarters and assist in closing classrooms
- Assist staff to handle difficult behaviour and discipline issues when need arises.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. SGS buildings and materials are secured in accordance with the SGS Operating Procedures:
2. Accurate maintenance of hourly records and detailed occurrence books:
3. All incidents reported within SGS Operating Procedures.
4. Ability to manage visitors and control traffic during peak hours

PERSON SPECIFICATION

Must be physically fit and in sound health

The Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. At least 2 year's experience as a security officer/watchman in a similar position
2. Previous experience with a Police Service/Force would be considered an advantage

Qualification

Form 6 Graduate or Equivalent, with excellent results in English will be highly regarded.

Skills and Abilities

1. Reliable, with a client service attitude;
2. Ability to relate to people from different backgrounds/cultures in a courteous manner;
3. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
4. Physically fit and able to patrol the building and surrounds
5. Ability to maintain records and issue passes to Visitors
6. Excellent written and verbal communication skills
7. Supervise students and staff in using time and biometrics clock

Personal Character

All applicants for employment must be under the age of 55, in sound health with excellent personal character and background.