



Seaford Town Council

SEAFORD TOWN COUNCIL

JOB DESCRIPTION & PERSON SPECIFICATION

Position Title:	Car Park Attendant
Reports To:	Head of Place
Work Hours:	Variable hours per week, weekends, school holidays and Bank holidays.
Work Location:	Seaford, East Sussex
Salary Bracket:	SCP 3-6, STC 1 - £24,796 - £25,989pa

Job Purpose

To provide a visible presence at South Hill Barn Car Park, assisting visitors, ensuring safe and orderly use of the facility, and supporting the smooth operation of the car park. The role helps maintain a welcoming environment for residents and visitors to Seaford while protecting Council property and facilities.

Key Duties/Responsibilities

- Monitor the day-to-day use of South Hill Barn Car Park to ensure it is used safely and appropriately.
- Provide assistance and information to visitors using the car park and surrounding area.
- Ensure vehicles are parked safely and within designated areas.
- Guiding coaches to turning area
- Providing information for visitors on the wider area, including local walks, history, nature etc.
- Report any incidents, damage, antisocial behaviour, or safety concerns to the Head of Place or relevant authority.
- Carry out routine visual checks of the car park area (litter picking, emptying bins), including signage, barriers, and surrounding facilities.



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- Maintain cleanliness and tidiness of the car park area where possible and report maintenance issues.
- Support the Council during busy periods, events, or peak visitor times.
- Liaise courteously with members of the public and represent Seaford Town Council in a professional manner.
- Ensure compliance with health and safety procedures.
- Welcoming visitors and residents to the car park, assisting them in acquiring tickets.
- Opening the “Coach Parking” area when required and ensuring that the appropriate signage is put up when car park is full to prevent further vehicles trying to access the site.

General duties

- Act as a point of contact for members of the public when present on site.
- Follow Council policies including Health & Safety, Equality and Diversity, and Data Protection.
- Work cooperatively with other Council staff and contractors where required.
- Undertake any other reasonable duties consistent with the role as requested by the Head of Place.

Person Specification

Essential

- Experience of working in a public facing, customer focused role
- Ability to manage multiple tasks and prioritise workload effectively within a busy working environment.
- Experience of working outdoors and carrying out duties effectively in a range of weather conditions.
- Ability to work effectively as part of a team and contribute positively to a collaborative working environment.
- Communication and interpersonal skills.
- Ability to work independently and use initiative.
- Awareness of health and safety considerations.

Desirable

- Previous experience working in a car park
- Experience in a customer service, stewarding, or facilities role.
- Knowledge of the local area and visitor facilities in Seaford.



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- Basic understanding of car park management or site supervision.

Working Conditions

- Role will involve working outdoors in varying weather conditions.
- Periods of standing and walking around the car park area will be required.
- Weekend or seasonal work is necessary with some ad hoc depending on operational needs.