# Job Description

*(This is a description of the job as it is as present constituted. It may be necessary, from time to time, to update job descriptions to ensure that they relate to the job as then being performed. Therefore, management reserve the right to make changes to your job description, commensurate with your grade/level in the organisation, after consultation with you).*

|  |  |
| --- | --- |
| **Post Title:** | **Warden – Halls of Residence (Kirkley Hall)** |
| **Post Reference:** | **6494** |
| **Reports to** | **Student Accommodation Team Leader** |
| **Department** | **Student Services** |
| **Grade** | **Salary scale point 16** |
| **Contract** | **Casual** |
| **Location** | **Kirkley Hall Campus** |

**OVERALL PURPOSE**

Kirkley Hall is a rural campus based near Ponteland that offers land based provision including Animal Management, Equine, Agriculture and Horticulture. The Halls of Residence contains 30 bedrooms split between across 4 houses. The 16-18 rooms are single sex houses with communal kitchens and bathroom areas. Over 18’s are placed in mixed sex houses. The College views the safety and welfare of its residential students as crucial to their overall learning experience. The post of Night Warden plays an integral part in ensuring the College’s responsibilities to its residential students are carried out and that the safety and welfare of residential students is guaranteed.

**ROLE PURPOSE**

* To organise the day to day running of the Halls of Residence
  + Health & Safety / Risk Assessments
  + Safeguarding
  + Moving in days, moving out
  + Pastoral Support
  + Student Voice / You said We did
  + Healthy Eating, Fire Alarm Checks, Room Checks, Cleanliness
  + Activities
  + Accommodation
* Provide a first point of contact for residential students outside of normal College opening hours
* Maintain the standards of discipline within the Halls of Residence as outlined in students occupancy contracts and literature.
* Ensure the safety, safeguarding and health and safety of students in residential accommodation
* To ensure all procedures, policies and regulations (National Minimum Standards) are adhered to for Halls of Residence.

**KEY ACCOUNTABILITIES**

* Familiarise her/himself with all residential students in the College
* Provide pastoral advice and support as necessary
* Respond to on-site emergencies as agreed including fire, security alarms etc
* Take on duty first aider responsibilities for students
* Ensure the security of the Halls of Residence whilst on duty
* Provide the first point of contact for any College visitors outside of normal College hours
* Carry out minor maintenance and similar jobs for which training can be given
* Accompany students on trips/visits when required
* Make regular checks of the accommodation to check for any damage
* Ensure regular checks are made to ensure students are signing in and out of halls as required
* Make regular checks on all students in accommodation and communal areas
* Undertake administrative duties as required
* Preparing rooms for new residents as required
* Undertake any other duties which may be reasonably required by the Halls Manager

**GENERAL RESPONSIBILITIES**

* To actively promote Equality and Diversity in line with the college’s policy and ensure that all policy advice is in line with current equality legislation.
* To take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults.
* To uphold British Values, the college values and responsibilities with regard to equality and diversity.
* To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | **ASSESSMENT METHOD** | | | |
| **PERSON SPECIFICATION – Night Warden Halls of Residence (Kirkley Hall) Post Reference: 6190** | **Essential** | **Desirable** |  | **Certificate** | **Application Documents** | **Reference** | **Selection Process** |
| **Qualifications** |  |  |  |  |  |  |  |
| Qualified to Level 3 in a qualification related to working with children |  |  |  |  |  |  |  |
| Hold a current First Aid certificate or be willing to take the qualification |  |  |  |  |  |  |  |
| Knowledge of Fire Safety and willingness to complete training |  |  |  |  |  |  |  |
| **Experience** |  |  |  |  |  |  |  |
| Experience of working with students or young people in a residential or youth work setting |  |  |  |  |  |  |  |
| Experience in counselling or willingness to undertake training |  |  |  |  |  |  |  |
| Experience in academic support or willingness to undertake training |  |  |  |  |  |  |  |
| Experience working night shift |  |  |  |  |  |  |  |
| **Skills and Understanding** |  |  |  |  |  |  |  |
| Good communication and interpersonal skills |  |  |  |  |  |  |  |
| Ability to manage own time effectively |  |  |  |  |  |  |  |
| Ability to remain calm under pressure and maintain control of a situation |  |  |  |  |  |  |  |
| Range of DIY skills |  |  |  |  |  |  |  |
| Knowledge in a variety of key subjects such as Drugs, Alcohol, Sexual Health, Mental Health |  |  |  |  |  |  |  |
| Knowledge of Land Based courses and how the education sector works |  |  |  |  |  |  |  |
| **Personal Attributes** |  |  |  |  |  |  |  |
| Suitable to work with children and young people |  |  |  | * Criminal   records check via DBS | * ​ | * ​ | * ​ |
| An interest in sports and recreation and a willingness to take part in such activities when required | * ​ |  |  |  |  |  |  |
| A willingness to work additional hours when available for external residential groups | * ​ |  |  |  |  |  |  |
| Willingness to attend team meetings each month/term outside of contracted hours as required | * ​ |  |  |  |  |  |  |
| Ability to meet the transport requirements of the post. | * ​ |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | **ASSESSMENT METHOD** | | | |
| **PERSON SPECIFICATION – Night Warden Halls of Residence (Kirkley Hall) Post Reference: 6190** | **Essential** | **Desirable** |  | **Certificate** | **Application Documents** | **Reference** | **Selection Process** |
| Able to work weekends, bank holidays and unsocial hours | * ​ |  |  |  |  |  |  |
| Travel to other locations to attend meetings and meet with the teams when required | * ​ |  |  |  |  |  |  |
| Engage in enterprising behaviours and activities | * ​ |  |  |  |  |  |  |
| Participate in the College Professional Development Conversation, agree and regularly review performance objectives and undertake the required training in order to update skills and meet the requirements of the College’s Strategic Plan. | * ​ |  |  |  |  |  |  |
| To take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults. | * ​ |  |  |  | * ​ |  | * ​ |
| To uphold British Values, the college values and responsibilities with regard to equality and diversity. | * ​ |  |  |  | * ​ |  | * ​ |
| To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation. | * ​ |  |  |  | * ​ |  |  |