



JOB DESCRIPTION FOR DAY WARDEN

Job Element	Detail
Job Title	Day Warden – Student Accommodation
Reporting To	<ul style="list-style-type: none"> ✓ Head of Boarding ✓ Houseparent
Department/Location	Boarding, Student Castle, Osney Lane, Oxford OX1 1TE
Main Purpose	<p>The main duties of the wardens are:</p> <ul style="list-style-type: none"> ✓ To be “on duty” on the premises between the hours of 11.00 am and 5.00 pm, Monday to Friday. ✓ To be the first point of call for a maximum of 120 students. ✓ To address any student welfare issues in a sensible and timely manner, taking the appropriate advice where necessary. ✓ To carry the college mobile phone when on duty and to always answer it promptly.
Hours of Work	<ul style="list-style-type: none"> ✓ 30 hours per week during term-time ✓ 11.00 am to 5.00 pm Monday to Friday
Duties & Responsibilities	<ul style="list-style-type: none"> ✓ Each day you will have an 11.00 am handover meeting with the House Parent or Warden that has been on duty. ✓ During term-time this meeting will include being notified on any students that have not gone to college due to sickness or isolation.

<p>Duties & Responsibilities</p>	<ul style="list-style-type: none"> ✓ You will be notified of any outstanding tasks that need to be completed throughout the day. ✓ You will be responsible for any students on site during the day. ✓ You will check on sick students via whatsapp and you may be asked to visit them to deliver food, check that they are okay or give a dose of medicine. You will not be asked to enter their room. ✓ You will update the nurse on any sick students or medication that a student has taken. ✓ You may be asked to call the nurse to the boarding house if you or another member of staff are concerned about a student. ✓ If the nurse is not on duty (duty times will be clearly indicated on the board in your office) then you may need to make a doctor's appointment or call 111 for advice from the emergency services. ✓ If a student is extremely unwell, you may need to call an ambulance. ✓ You will always be required to update information on students or actions taken on the college databases, especially Reach and Cpoms (full training will be provided). ✓ You will often be required to update the attendance officer on any matters relating to a student missing school. ✓ If a student returns from school to the accommodation during the day, then they are obliged to let you know that they are in the building and the reason for that. ✓ In the event that a student returns to the building you will be asked to update Cpoms with the time and reason for the return. The update will need to go to Student Services Manager (Jenny Bourlakis) and to the Attendance Officer. A copy should also go to the student's welfare person (a list will be provided during the first two weeks of college). ✓ You may occasionally be asked to book a taxi for a student. You will need permission from the Student Services Manager (Jenny Bourlakis) or from the MD (Kim Terrar) or CEO (Yasmin Sarwar) to do this. Head of Boarding (Matthew Storey) and DP for Pastoral Care (Marianne Thompson-Hill) can also give permission. ✓ At the end of the day, you must hand over a record of all the events of the day, any actions taken, any communications made, any outstanding issues that need to be taken over by the evening staff. This record should include an update on any unwell student.
<p>Student Rules</p>	<p>Students are expected to:</p> <ul style="list-style-type: none"> ✓ Uphold standards of cleanliness. ✓ Attend fortnightly meetings at Oxford International College. ✓ Observe curfew hours. ✓ Observe student accommodation rules.
<p>Skills and Experience:</p>	<ul style="list-style-type: none"> ✓ Excellent level of spoken and written English ✓ An ability to connect with young people ✓ Organised, flexible, calm and approachable ✓ First Aid trained (or agreement to be trained)

<p>Key Competencies</p>	<ul style="list-style-type: none"> ✓ Warm, friendly, and welcoming personality ✓ Good personal presentation ✓ Outstanding communication skills - written and spoken ✓ Ability to plan and organise impeccably ✓ Ability to prioritise conflicting demands ✓ Ability to gather and organise information ✓ Flexibility ✓ Adaptability ✓ Positivity ✓ Good team working skills ✓ Outstanding customer service ✓ Empathy with young people ✓ Honest and sensible
<p>Critical Success Factors</p>	<ul style="list-style-type: none"> ✓ Positive feedback from all College members with regard to efficiency, friendliness, approachability. ✓ Fire Panel Training and awareness of fire procedure, duty rota, etc. ✓ Child Protection training and awareness of child protection issues. ✓ Positive feedback from the Student Services Manager as well as from students and the team at OIC. ✓ Excellent references. ✓ Clean DBS Records. ✓ Exercising caution and common sense with regards to visitors so as to ensure that all child protection, fire, health & safety regulations are respected and DBSs or risk assessments are carried out where necessary.
<p>Guiding Principles</p>	<p>Members of staff uphold and contribute to the College's guiding principle and ethos:</p> <ul style="list-style-type: none"> ✓ Our actions and words reflect integrity, positivity, respect & compassion, and a strong sense of service to others. ✓ We will support our students' individual educational needs and goals, securing the best opportunities and outcomes. ✓ The College will be an inspiring place to be, with motivated staff, stimulating and relevant courses, and excellent facilities.
<p>Salary & Benefits</p>	<ul style="list-style-type: none"> ✓ £13,000 per annum. ✓ Term time only. ✓ 28 days holiday to be taken outside term-time.

Oxford International College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Successful applicants will need to undertake an enhanced DBS Disclosure.