



JOB DESCRIPTION FOR WARDEN

Job Element	Detail
Job Title	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 for the specified hours. • To be “on call” for the specified hours. • To be the first point of call for a maximum of 90 students/minimum of 30 (Boarding House dependent). • 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 on call and to always answer it promptly.
Hours of Work	<p>The warden timetable is a two-week cycle with each week varying slightly. There are two types of duty – one is described as “on duty” and requires the warden to be on the premises at the Boarding House. The other type of duty is described as “on call” and during this time it is acceptable for the warden to be within ten minutes reach of the Boarding House, as you can be called on at any time to assist the main staff member on duty. This must not be further than three miles from the Boarding House. A warden who is “on duty” or “on call” will be required to carry a mobile telephone which must be answered promptly.</p>

	<p>In each two-week cycle a warden will work shifts in a pattern that varies from week to week. A short week equates to 18 hours on duty, a long week equates to 28 hours on duty. The longer week is increased hours due to working over the weekend. You will be required to work every second weekend with a separate weekend warden.</p> <p>In addition, there are “on call” hours for each warden/houseparent. On your duty nights you will transition to “on call” overnight with the security guard taking over as the staff member awake.</p> <p>You will be required to sleep in the Boarding House on both your “on call” and “on duty” nights</p> <p>In essence the hours are:</p> <ul style="list-style-type: none"> • To be on duty from 5.00 pm to 11.00 pm for your designated on duty weeks. • To be on call from 11:00 pm to 9.00 am for your designated on call weeks. • To be on duty for two weekend days in every two-week cycle, which totals to 14 hours over the weekend.
<p>Duties & Responsibilities</p> <p>Arrivals & Departure</p> <p>Duties & Responsibilities</p>	<ul style="list-style-type: none"> • Arrival days: On arrival days (typically Saturday and Sunday before the beginning of term) the warden is expected to be available from 8:00 am to welcome new or returning students. This is usually a busy weekend. Duties include administering keys, showing students their rooms and the rest of the facilities, with particular emphasis on the fire exits. • House Meeting: Over the weekend of new arrivals, the warden on duty should call a ‘house meeting’ with all students. The purpose of this meeting is to introduce the students to each other, explain the house rules and regulations, paying particular attention to evening sign-in times, fire safety procedures, exeats and Health & Safety. • Departure days: On departure days (usually the first Saturday and Sunday after the end of the term) the warden is responsible for ensuring that rooms are vacated by the agreed time, keys are returned, rooms are inspected for damage and damages are reported. <p>Daily duties include:</p> <ul style="list-style-type: none"> • To be on duty on site between the hours of 5.00 pm and 11.00 pm and to be on call between the hours of 11.00 pm and 9.00 am, including the weekends you work. As this duty is shared with other wardens, the on duty and on call times are fairly allocated so that there is always somebody on duty between 5.00 pm and 11.00 pm during the week and between 9.00 am and 11.00 pm at the weekend. <i>(any changes to this fixed arrangement must be negotiated between the wardens and cannot be agreed without the approval of the Head of Boarding).</i>

- **To sign-in the students on your duty nights by 10.00 pm.** Students should be fully aware of the rules.
- To inform the house parent of any unaccountable absences or late returns.
- To keep a record of all students staying away for the night or weekend and to keep details of their weekend plans and contact numbers (any student that requests permission to stay away from college for a night or weekend, will need to have filled in a "Leave Request" – this is done through our Reach boarding software).
- When on duty, to carry a fully charged phone in order to be contacted by students in the event of an emergency (this will be provided by the college).
- To guide students on issues relating to any concerns they have out of college hours, including medical advice (whether or not to see a doctor/go to hospital).
- To accompany students to hospital in a medical emergency.
- To contact **the Head of Boarding**, Houseparent, or another member of staff within the college in the event of an emergency (you will be provided with a list of contact people ordered accordingly).
- To contact the Head of Boarding, Houseparent, and Principal or other member of staff from the list in the event that a student goes missing and is not contactable.
- To keep a copy of the Student Boarding House Regulations and to ensure that the students adhere to the rules therein.
- To act as an initial point of contact for student welfare concerns, outside of college hours and liaise with the relevant staff member at the college, where appropriate.
- To assist students with arrivals and departures to overseas destinations.
- **To take on the role of Fire Warden in the evenings and weekends NB:** all wardens will receive fire marshall training which will include training on the site's fire panel, and participating in fire drills and practices.
- To make nightly kitchen and dining room checks to ensure students are not disturbing their flat mates or neighbors

Regular duties include:

- To carry out room inspections to ensure that all students are adhering to the rules of the boarding house and that all room equipment/fixtures/fittings, etc are in working order. Specific attention to be paid to:
 - Lights
 - Smoke detectors

	<ul style="list-style-type: none"> ○ Extractor fans, etc ○ Cleanliness of rooms ○ Distribution of supplies <ul style="list-style-type: none"> ● To report any health and safety issues to the specified member of college staff. ● To report any issues relating to student welfare concerns or where there is a breach of one of the college policies (e.g. anti-bullying, drugs policy).
Student Rules	<ul style="list-style-type: none"> ● Uphold standards of cleanliness. ● Attend fortnightly meetings at Oxford International College. ● Observe curfew hours. ● Observe student accommodation rules.
Skills and Experience:	<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)
Key Competencies	<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
Critical Success Factors	<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.
Guiding Principles	<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.

	<ul style="list-style-type: none"> • 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.
Salary & Benefits	<ul style="list-style-type: none"> • £14,000 less the cost of full board and accommodation which is charged at £3,696.00 per annum. • Holidays – 9 weeks including public holidays (please note that 6 weeks must be taken between 1st July and mid-August and approximately 2 weeks must be taken over the Christmas period).

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.