
Night Warden – Halls of Residence (Kirkley Hall)

External Vacancy

Post Ref: 6190. Full Time, 37 hours per week (Mon – Friday 1am – 9am). Fixed Term (Friday 26th June 2020) / Term Time Only (37 weeks). £15,796.04 per annum (pro rata £11,239.49).

Attractive benefits for this post include the opportunity to join the Local Government Pension Scheme.

Northumberland College are seeking to appoint an overnight warden for our residential provision based at Kirkley Hall, a rural campus located near Ponteland. Land Based curriculum including Agriculture, Animal Management, Equine and Horticulture is based here.

The Halls of Residence contains 34 bedrooms split across a number of floors, which consists of rooms for 16-18 year old students on single sex floors and rooms for 18+ students where rooms are on a mixed sex floor.

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. We are therefore seeking candidates who have experience of working with young people in a residential or youth work setting. This role will require the ability to work weekends, bank holidays and unsociable hours.

Due to the nature of this post you will be required to undertake an Enhanced Disclosure Check.

To find out more about this great opportunity visit www.sunderlandcollege.ac.uk/vacancies alternatively email vacancies@sunderlandcollege.ac.uk or call 0191 511 6046 to request an application pack. Please note we will only accept Sunderland College application forms.

All applications must be received by 12 noon on Friday 13th December 2019.

It is anticipated that interviews will take place during the week commencing 16th Dec 2019.

We are working towards equal opportunities and welcome applications from all sections of the community. We are committed to PREVENT and safeguarding the welfare of children and vulnerable adults.

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:	Night Warden – Halls of Residence (Kirkley Hall)
Post Reference:	6190
Reports to	Head of Central Services
Department	Central Services
Grade	015
Contract	Full Time, Fixed Term
Location	Kirkley Hall Campus

OVERALL PURPOSE

Northumberland College has a rural campus based at Kirkley Hall near Ponteland. Land Based curriculum is based here and includes Agriculture. The Halls of Residence contains 34 bedrooms split between across a number of floors. The 16-18 rooms are on single sex floors with communal kitchens and bathroom areas. They have a communal living room on the ground floor where they can mix but this is monitored by CCTV. Over 18's are places in mixed sex floor. 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
 - Applications, Bursary, 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 tenancy contracts and literature
- Ensure the safety, safeguarding and health and safety of students in residential accommodation
- To ensure all procedures, policies and regulations (residential 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	★						
Aged 25 years of over and hold a current clean Driving Licence	★						
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	★						

PERSON SPECIFICATION – Night Warden Halls of Residence (Kirkley Hall) Post Reference: 6190	Essential	Desirable		ASSESSMENT METHOD			
				Certificate	Application Documents	Reference	Selection Process
Willingness to attend team meetings each month/term outside of contracted hours as required	★						
Ability to meet the transport requirements of the post.	★						
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.	★				★		