

Hall Warden

Job Ref: REQ210174

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Job Description

Job Grade: MA6 - Honorarium of £8,091

Job Purpose

The Hall Warden is responsible for the welfare, health and safety and discipline of the students in the hall and for fostering the community spirit of the hall. They are responsible for supporting, advising and working with the Hall Committee for the furtherance of a positive and inclusive hall environment.

Job Duties

- To exercise pastoral responsibility and care for students resident in Hall, including providing support in urgent or crisis situations, with the support of other, relevant colleagues.
- To maintain good order within the Hall and, where necessary, to exercise disciplinary powers in accordance with authority delegated by Council under the provisions of Ordinance XVII.
- To work with the Hall Committee in ensuring the creation of an inclusive and supportive hall environment, welcoming to students from a diverse range of backgrounds.
- To exercise managerial responsibility for the performance of Sub-wardens in the Hall.
- To encourage students resident in Hall to participate in Hall life through social and other events which develop the community spirit of the Hall.
- To promote effective student representation in Hall, including the good functioning of the Hall Committee.
- To monitor the hall committee bank accounts on a regular basis to ensure that they operate in accordance with sound financial principles and report any concerns to the Director of Student Services. The Warden will not be a signatory for hall bank accounts.
- To play a part in the dissemination of information relating to the availability of accommodation for returning students.
- To ensure that the Hall runs efficiently and effectively on a day-to-day basis in conjunction with Campus Living for University owned halls and, in the case of halls owned by third parties, with their representatives.
- To develop efficient and effective working relationships with colleagues working in appropriate sections and departments within the University.

Points to Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the Director of Student Services.

Responsible for Hall Sub-wardens.

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Experience of dealing with/relating to students or other young people in an educational, guidance or social capacity.	1&3
	Good understanding of the University's systems and services.	1&3
	Substantial experience in a Higher Education setting.	1&3
Skills and abilities	Excellent interpersonal skills.	3
	The ability to set and maintain appropriate professional boundaries.	3
	Excellent organisational skills.	1&3
	Excellent teamwork skills.	3
	Excellent public speaking/ presentational skills.	3
	Ability to signpost students to appropriate professional support where needed.	3
	The ability to set and maintain appropriate standards of behaviour, including through the use of discipline when required.	3
	The ability to make sound decisions and act autonomously where required.	3
	An understanding of issues of inclusion in a hall setting in Higher Education.	3
Qualifications	Educated to degree standard or equivalent.	1
Other	Must be a substantively employed member of University staff.	1

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of providing support to students in emotional distress, including those with mental health difficulties.	1&3
Qualifications	A mental-health related qualification.	1

Conditions of Service

The position is open only to substantively-employed members of University staff. The Warden will receive a non-pensionable Honorarium of £8,091. Accommodation will also be provided. Wardens are expected to reside in the accommodation provided by the University as part of their role.

Wardens are required to obtain an enhanced Disclosure and Barring Service (DBS) check. The University will facilitate this.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff/Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>