

**Please note:**

**Post holders must be registered as a student.**

#### **JOB DESCRIPTION**

<b>Job Title</b>	<b>Student Warden</b>
<b>Reporting to:</b>	<b>Commercial Services Director</b>
<b>Salary:</b>	<b>£7.50 ph</b>
<b>Job Details:</b>	<b>Fixed term: September – June, term time only : flexible hours on a rota basis, approx. 10 hrs pw for 31 weeks pa</b>
<b>Probation Period:</b>	<b>6 months</b>

#### **Main Purpose of the Role**

In this role you will be part of a wider team and work closely with all stakeholders in the day to day monitoring of the residential blocks on campus. The objective being to maintain a safe, welcoming and respected environment.

#### **Main Duties & Responsibilities**

- 1 To work with the wider team(s) to maintain a safe, welcoming and respected environment
  - To be responsible for an allocated accommodation block(s), duties will include:-
  - Creating an atmosphere in which individuals differences are respected
  - Assisting the accommodation team with fire drills
  - Having regular contact with students and encouraging interaction between them
  - Being aware of any student issues and signposting to relevant department
  - Ensuring litter is kept to a minimum, encourage recycling
  - Managing and reporting noise complaints
  - Ensuring that fire equipment is not tampered with
  - Ensure that fire doors are not propped open
  - Ensure that students do not leave their rooms unlocked
  - Ensure that students do not block hallways or leave lounge/kitchen areas in an unsafe condition
  - Report minor maintenance issues
  - Maintain a high profile and accessible presence to students living within the allocated accommodation block(s)
  
- 2 Provide an effective mentor and mediator service to residential students to an agreed level of responsibility escalating matters to appropriate internal staff as required
  
- 3 Help students understand the realistic consequences of their behaviour; be aware of the University disciplinary policy and procedure and report any incidents appropriately to the accommodation officer

- 4 Help manage inappropriate behaviour when it occurs calling on the accommodation/security team to assist if required.
- 5 Be a responsible role model
- 6 Be aware of University policies and procedures relating to the residential environment and help students become aware of the appropriate procedures and regulations.
- 7 When on duty you will:-
  - Remain on campus at all times whilst on duty
  - Abstain from consuming alcohol
- 8 To keep your line manager informed of any periods of absence owing to sickness, holiday entitlement and course commitments.
- 9 To attend all meetings as directed and to keep the information discussed confidential.
- 10 Attend induction training and ongoing training throughout the year as required

**Other Reasonable Duties**

This job description sets out the main duties of the post at the date it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. This list of duties is not exhaustive and from time to time staff will be asked to undertake any other reasonable tasks in relation to their role.

**Further Requirements:**

Post holders will be expected to live on campus, and accommodation at the advertised rates will be reserved.

Full training and support will be given throughout the contract.

**PERSON SPECIFICATION**

Requirements	Essential	Desirable	How Tested
A registered student	✓		
Campus resident	✓		
Required to undertake training programme to fulfil role	✓		
Experienced in the use of Microsoft Office applications	✓		

Previous experience of being a campus resident	✓		
Knowledge and understanding of University security and support services		✓	
Experience & Key Skills			
Good listening skills	✓		
Ability to work with confidential information in a professional manner	✓		
Excellent communication skills both written and oral	✓		

**Application procedure:**

To apply, please submit an application form (attach a CV if you wish for further information) to the People Team, Royal Agricultural University, Stroud Road, Cirencester, GL76JS or via email to [people.team@rau.ac.uk](mailto:people.team@rau.ac.uk)

Application forms can be obtained from the people team or downloaded from the website [www.rau.ac.uk](http://www.rau.ac.uk)

Closing date is **Friday 2 June 2017**

Interviews will take place week commencing **12 June 2017**

PERSON SPECIFICATION

Requirements	Essential (E) or Desirable (D)	Measured by: A) Application B) Interview C) Test/Exercise D) Presentation
A good standard of general education Preferably to degree level or equivalent	D	
A developed understanding of the importance of effective Health & Safety practices within the workplace	D	
Safe Guarding Training	D	
Full UK Driving Licence	E	
Good understanding of student issues in relation to living on campus	E	
Knowledge of UUK code and its relevance	D	
Knowledge of HE Sector	E	
Competency with Microsoft Office	E	
Communication both oral and written	E	
Personal Organisation skills Able to identify the essential aspects of a problem quickly and clearly make decisions Able to work in a methodical and organised way to achieve goals to ensure maximum effectiveness Able to adapt to a complex ever changing work environment including adopting a flexible approach and reacting positively to changing circumstances	E	
Highly developed interpersonal skills Consider and respond appropriately to needs, feelings and capabilities of different people in different situations by demonstrating listening skills and supporting the contribution of others.	E	
Quality & customer service Able to demonstrate clear commitment to achieving high levels of customer service to staff and students	E	