

**Summer Wardens: for older teenagers (aged 15-17)**

*Candidates are expected to visit the College website* [*www.stclares.ac.uk*](http://www.stclares.ac.uk) *which provides information about St Clare’s and the courses we offer. The Recruitment section provides additional information about the College and the recruitment process.*

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| **JOB SPECIFICATION** |
| Title of Post | Summer Wardens: for older teenagers (aged 15-17) |
| Purpose of Role  | Temporary wardens are appointed to look after young adult students accommodated in St. Clare's, residential houses during the summer to cover the annual leave of our permanent staff. Usually this will be for a period of 2, 3 or 4-weeks duration. The house warden has 'duty of care' and is responsible for the welfare of the students in the house. It is essential that the warden encourages an atmosphere of consideration and co-operation and that they uphold the good name of the college.  |
| Profile | We are looking for responsible individuals who have strong presence and who are prepared to be fully committed to the demands of the job. You will need to demonstrate empathy for the students whilst maintaining their respect, and ideally to be experienced in dealing with students of this age group in international education and/or in residential contexts. Wardens need to be able to demonstrate a high degree of maturity. |
| Reporting Structure | Temporary wardens report to the Summer Courses Deans of Students on a daily basis whilst courses are taking place, and to the Assistant Principal, Pastoral or Director of English Language Courses on contractual matters and on any serious incident.  |
| Key Responsibilities | * Checking online house lists/ individual pigeon-hole in staff room/email each day for any important information or communication; collecting or checking student lists each Thursday and then again checking for last minute update or change to the list after 17.00h each Friday before a course arrival Sunday.
* Management of house information and systems: ensuring that the student notice-board is kept up-to-date; signing in/out procedures are adhered to; visitor times are regulated; keys are issued and key/damage deposits collected from each new student in the house; non-smoking or alcohol policy is maintained; fire exits are kept free and students are made aware of exit points, alarms and fire-fighting appliances, weekly testing of fire points and other checks, maintaining log book. Being present and ‘on duty' in the house or contactable in the immediate College area (able to respond within 3 minutes’ of main site), from 20.00h – 2400h.
* Checking student rooms each night, ensuring that all students are in by the curfew time (23.00h), and informing the Deans of Students of any unaccountable absences or late returns. Remaining in the house premises after curfew, sleeping in residence and not vacating daytime before 07.30h each morning; being willing to deal with any unexpected emergency that may occur in the house during the night.
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| **TERMS AND CONDITIONS** |
| Terms of Employment | Appointments will be made for a varying number of weeks within the Summer course dates of Sunday 18 June - Saturday 19 August 2017.  Once appointed the Temporary Warden will receive access to comprehensive information with more detail and guidance on the duties listed above. They will also be fully briefed by a permanent member of staff.  |
| Place of Work | 139 Banbury Road, Oxford, OX2 7AL |
| Hours of Work | Wardens may be required to work for different periods of time in different houses, but with the exception of emergency cover, this will not be for less than one whole week in any one house. Working hours are primarily in the evenings, based on an average of 4 per day/evening (refer to duties above).**Arrival days**: being available from 14.00h on each arrival Sunday to meet and greet students, administer keys and collect deposits, show them to their rooms, point out communal facilities and to hold a short house meeting to brief new students on the house rules and systems, including H&S. Please note you may be required to work some arrival day mornings for which an additional session will be payable.**Departure days** (usually Saturday): returning key/damage deposit once you are in receipt of room keys and the room has been checked for damage; ensuring that rooms are vacated by 10.00h.  |
| Notice Period | 1 week |
| Salary / Pay | Weekly salary - £210.00Additional payment for arrival mornings (4 hour period) if required - £30 |
| Pension | A contributory pension is offered through St Clare’s group personal pension scheme, following a 3-month deferment period. The employer pays double the contribution of the employee, up to a maximum of 10% of gross salary, i.e. the employer pays up to 10%, and the employee pays up to 5%. Employee’s contributions above 5% may be made, but do not attract a matching contribution from the employer. |
| Meal | Meals are provided in the College dining hall or snack bar. Wardens are given an ID card with a full daily meal allowance entered on it. This covers breakfast, lunch and dinner in the college dining hall or snack bar. This allowance cannot be exchanged for money. All payments are credited automatically by bank transfer weekly, one week in arrears. |
| Childcare Voucher Scheme | The College operates a childcare voucher scheme |
| Accommodation  | Single bedroom accommodation will be provided with full board meals available in College. Where the Temporary Warden has use of the permanent member of staff's accommodation he/she must not tamper with, rearrange, damage or remove any personal items belonging to the permanent warden. Similarly, summer wardens must not remove or damage any property belonging to St. Clare's. Any such damage must be reported immediately.  |
| **Warden Responsibilities**  |
| Welfare  | Liaising with the College Nurses, Summer Deans of Students, and/or Director of Summer Courses in cases of student illness; being aware of any student in the house with an existing medical condition e.g. asthma or allergies, or on medication. Making doctor appointments or arranging hospital visits if illness occurs outside of college surgery hours (consulting 111 if advice is needed). Informing the Director of English Language courses and/or Deans of Students of any known class absence due to illness.  |
| Discipline  | Liaising with the Deans of Students on all matters relating to student discipline and for serious offences or in the absence of the Deans of Students, with the Director of English Language courses. Keeping to hand copies of the college rules and checking with the Deans of Students that all students in the house have read, signed and understood them.  Maintaining discipline in the house and monitoring common areas when on duty in the evenings.Reporting any loss or damage to St. Clare's, property to the Domestic Supervisors, Deans of Students or Director of English Language courses.Being especially vigilant of returning students with regard to street noise in the residential areas, and telephoning the Dean of Students if there is persistent noise or disruption.  |
| Presence  | Being present and ‘on duty' in the house or contactable in the immediate College area (able to respond within 3 minutes’ of main site), from 20.00h – 2400h.Checking student rooms each night, ensuring that all students are in by the curfew time (23.00h), and informing the Deans of Students of any unaccountable absences or late returns. Remaining in the house premises after curfew, sleeping in residence and not vacating daytime before 07.30h each morning; being willing to deal with any unexpected emergency that may occur in the house during the night. |

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| **References and Pre-employment Checks***St Clare’s is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment and contracts are issued subject to satisfactory references and outcomes on all necessary pre-employment checks including DBS records and establishing the right to work in the UK. Some or all of these checks may have been undertaken before an offer is made.**Under the National Minimum Standards for Boarding Schools, we are required to follow the guidance in Keeping Children Safe in Education and undertake additional checks on employees.* |
| References | Full written references and phone references on quoted references may be obtained before or after interview. One referee must be your current or most recent employer. References must also include the last place of employment where you worked with children or vulnerable adults. References from friends or relatives will not be accepted. Please ensure referees know they will be contacted and will respond promptly. |
| Identity, right to work and qualifications | Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required. |
| Police checks / DBS | Police checks / Disclosure and Barring Service checks will also be undertaken for which employees / prospective employees are required to provide information and consent. **Candidates who have lived and worked abroad in the last five years will be required to seek good conduct references, or the equivalent, from the countries in which they worked, as a *pre-requisite* of employment.**  |
| Health questionnaire | Satisfactory completion of a health questionnaire. |
| Prohibition order checks | Prohibition order checks will be carried out for all teaching positions, including a check of any EEA sanctions or restrictions, and for senior management positions as appropriate. |

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| **HOW TO APPLY** |
| Applications | Applications must be made using the College’s standard application form which can be found on the College website at [www.stclares.ac.uk/summerjobs](http://www.stclares.ac.uk/summerjobs) CVs will only be accepted if accompanied by a St Clare’s application form. |
| Email | Applications should be submitted by email to rebecca.mumbycroft@stclares.ac.uk |
| Post | Alternatively, send to:Rebecca Mumby-Croft, Short Courses Administrator, St Clare’s, Oxford, 139 Banbury Road, Oxford, OX2 7AL |
| Contact us | Email: rebecca.mumbycroft@stclares.ac.uk Tel: 01865 517349 |