

## JOB DESCRIPTION – SUMMER WARDEN FOR OLDER TEENAGERS (AGES 15-17)

*Candidates are expected to spend time looking at the College website [www.stclares.ac.uk](http://www.stclares.ac.uk) which provides information about St Clare's and the courses we offer.*

JOB DESCRIPTION	
Title of Post	Summer Warden for Older Teenagers (ages 15-17)
Purpose of Role	To have a 'duty of care' towards older teenage students by looking after them and being responsible for their welfare in St. Clare's residential houses during the summer to cover the annual leave of our permanent staff.
Reporting Structure	You will report to the Summer Deans of Students on a daily basis whilst courses are taking place, and to the Assistant Principal, Pastoral/Boarding Manager, or Director of the International College on contractual matters and on any serious incident.
Key Responsibilities	<ul style="list-style-type: none"> <li>• Checking online house lists/ individual pigeon-hole in staff room/email each day for any important information or communication</li> <li>• Collecting or checking student lists each Thursday and then again checking for last minute updates or changes to the list after 17.00h each Friday before a course arrival on Sunday.</li> <li>• Management of house information and systems by ensuring that the student notice-board is kept up-to-date; signing in/out procedures are adhered to; regulating visitor times; issuing keys and collecting mobile phone numbers from each new student in the house; maintaining non-smoking or alcohol policy; keeping fire exits free and making students aware of exit points, alarms, and fire-fighting appliances; testing of fire points and other checks weekly; and maintaining log book.</li> <li>• 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 20:30-23:30</li> <li>• 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.</li> <li>• 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 emergencies that may occur in the house during the night.</li> <li>• Liaising with the College Nurses and/or Summer Deans of Students 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.</li> <li>• Making doctor appointments or arranging hospital visits if illness occurs outside of college surgery hours (consulting 111 if advice is needed).</li> <li>• 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 the International College.</li> <li>• 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.</li> <li>• Maintaining discipline in the house and monitoring common areas when on duty in the evenings.</li> </ul>



	<ul style="list-style-type: none"> <li>Informing the Director of the International College and/or Deans of Students of any known class absence due to illness.</li> <li>Reporting any loss or damage to St. Clare's property to the Domestic Supervisors, Deans of Students, or Director of the International College.</li> <li>Being especially vigilant of students returning at or before curfew in regard to street noise in the residential areas and telephoning the Dean of Students if there is persistent noise or disruption.</li> </ul>
<b>TERMS AND CONDITIONS</b>	
Terms of Employment	Appointments will be made for a varying number of weeks within the Summer course dates of Sunday 16 June - Saturday 17 August 2019.
Place of Work	139 Banbury Road, Oxford, OX2 7AL
Hours of Work	<ul style="list-style-type: none"> <li>Wardens may be required to work for different periods of time in different houses, but this will not be for less than one whole week in any one house (except for emergency cover)</li> <li>Working hours are primarily in the evenings, based on an average of 28 per week, 3 hours per evening (refer to duties above) the remaining hours being on arrival / departure days as stated below.</li> <li><b>Arrival days:</b> being available from 12 midday on each arrival Sunday to meet and greet students, administer keys and mobile phone numbers, show them to their rooms, point out communal facilities, and hold a short house meeting to brief new students on the house rules and systems, including H&amp;S.</li> <li><b>Departure days</b> (usually Saturday): collecting rooms keys and checking rooms for any damage, ensuring that rooms are vacated by 10.00h.</li> </ul>
Notice Period	1 Week
Salary / Pay	Weekly salary <b>£257.62</b> (including <b>£27.74</b> holiday pay)
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	The Employee is entitled to a free meal in the St. Clare's Dining Room on days during the Employee's employment where the Employee's normal working hours are at a student meal time and meals are being served to students. Employees for whom residence is contractually required are entitled to three meals a day.
<b>PERSON SPECIFICATION</b>	
<i>The successful candidate will have demonstrated the following essential skills and experience:</i>	
Personal skills and attributes	<ul style="list-style-type: none"> <li>We are looking for responsible individuals who have strong presence and who are prepared to be fully committed to the demands of the job.</li> <li>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.</li> <li>You will need to demonstrate a high degree of maturity.</li> </ul>



## 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. <b>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.</b>
Health questionnaire	Satisfactory completion of a health questionnaire.
Prohibition order checks	Prohibition order checks will be carried out for all teaching and activity roles, including a check of any EEA sanctions or restrictions, and for senior management positions as appropriate.

## HOW TO APPLY

Applications	<b>Applications must be made using the College's standard application form</b> which can be found on the college website at <a href="http://www.stclares.ac.uk/contact-us/recruitment-and-careers">www.stclares.ac.uk/contact-us/recruitment-and-careers</a> <b>CVs will only be accepted if accompanied by a St Clare's application form.</b>
Email	Applications should be submitted by email to <a href="mailto:summer.recruitment@stclares.ac.uk">summer.recruitment@stclares.ac.uk</a>
Post	Alternatively, send applications to: Summer and Short Courses Recruitment, St Clare's, Oxford, 139 Banbury Road, Oxford, OX2 7AL
Contact us	Email: <a href="mailto:summer.recruitment@stclares.ac.uk">summer.recruitment@stclares.ac.uk</a> Tel: 01865 552031
Deadline for applications	<b>This role will close once suitable applicants are appointed</b>
Interviews	<b>For candidates living locally, face-to-face interviews will be held.</b> The interview process will include some testing of key attributes.