

JOB DESCRIPTION

JOB TITLE	College Warden
DEPARTMENT	Estates
REPORTING TO	Head of Estates and Services
REMUNERATION	The remuneration package includes a salary linked to a rota of on-duty and on-call responsibilities, together with on-campus accommodation provided.
PLACE OF WORK	Sabhal Mòr Ostaig, Slèite, An t-Eilean Sgitheanach, IV44 8QR

Job Purpose

The Warden plays a key role in maintaining a safe, secure and supportive environment for students, visitors and staff across the College campus. Acting as the first point of contact outside normal operating hours, the Warden responds to a wide range of student welfare, operational and emergency situations, ensuring that appropriate action is taken and support accessed where required.

The postholder is responsible for monitoring the campus out of hours, securing buildings and facilities, ensuring compliance with College policies and health and safety requirements, and responding appropriately to incidents such as fire alarms, evacuations, medical emergencies and other urgent matters. The Warden will work closely with Student Services, Estates and other College departments to support the wellbeing of students and the effective operation of the campus.

In addition to warden duties, there is an opportunity to undertake daytime duties within the Estates and Maintenance Team, supporting the upkeep and operation of the campus through a range of maintenance, facilities and operational activities.

Hours of work

There are two types of duty associated with the role “on call” and “on duty”.

Whilst on the rota, the Warden will be required to be on call from 5pm each day until 9am the following morning. During this period, the Warden must be available to respond to incidents, emergencies or other matters requiring attention.

As part of the on-call period, the Warden will be required to undertake on duty responsibilities associated with securing the campus. This includes carrying out building lock-up procedures and other designated duties.

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Duty arrangements will operate on a rota basis and will require evening, overnight and some weekend cover.

As an essential requirement of the role, the postholder must reside in the accommodation provided on campus and remain on campus whilst undertaking rota duties to ensure they are available to respond promptly to student welfare issues, emergencies and other incidents that may arise.

Key Responsibilities

- To be “on-duty” on the premises for specified hours of work
- To be “on-call” for specified hours
- First point of contact for visitors to the campus when on the rota
- Respond to out of hours student welfare issues, taking appropriate action and seeking advice and support from Student Services or other relevant staff as required
- Act as the first point of contact for emergency situations occurring out of hours, including responding to fire alarms, coordinating evacuations and following emergency procedures
- Promote and maintain a safe, respectful and supportive living and learning environment, ensuring compliance with college policies, procedures and residence regulations
- Provide emergency first aid assistance to students, staff and visitors where required
- Drive college vehicles in accordance with college requirements
- Secure designated college buildings and facilities whilst undertaking duty responsibilities, ensuring appropriate lock-up and access procedures are followed
- Sort, distribute and deliver internal mail and other items between college buildings as required
- Provide support to Maintenance team with a range of routine tasks, including basic maintenance activities, recycling and waste management duties, and the preparation of rooms and facilities for conferences, meetings and events
- Comply with all college Health and Safety policies and procedures, reporting hazards, defects, incidents and other health and safety concerns promptly
- Work collaboratively with the Head of Estates and Services, Head of Hospitality and Student Services, and other colleagues on matters relating to student welfare, residential accommodation and campus operations.
- Attend and successfully complete all training required for the role, including First Aid at Work, Mental Health First Aid and any other mandatory training, ensuring certifications remain current.
- Undertake administrative and record-keeping duties associated with the role, including maintaining accurate records of incidents, welfare concerns, maintenance issues and actions taken.
- Where agreed, undertake daytime duties within the Estates and Maintenance Team, supporting the upkeep, maintenance and operation of College buildings, grounds and facilities.
- Carry out any other duties appropriate to the grade and responsibilities of the post as reasonably required by management.

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Person specification

	Essential	Desirable
Qualifications and professional or vocational training	Willingness to undertake all training required for the role, including First Aid and Mental Health First Aid	Full current driving licence First Aid at work qualification Mental Health First Aid qualification
Knowledge and Skills	Excellent verbal communication skills Ability to work independently and make sound decisions without direct supervision Ability to work effectively as part of a team and maintain positive working relationships Ability to deal sensitively, confidentially and professionally with a wide range of people and situations Good administrative and record keeping skills Willingness to learn Gaelic and work within a Gaelic speaking environment An awareness and understanding of Equality and Diversity matters	Knowledge of health and safety legislation
Experience	Experience of working with minimal supervision Experience of responding to incidents, complaints or unexpected situations	Experience of basic maintenance, caretaking or facilities support duties

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Weekly Hours

The role is based on a rota system, with the anticipated working pattern being either five days on followed by three days off, or five days on followed by four days off. Whilst on rota, the postholder will undertake a combination of on-duty and on-call responsibilities between 5.00pm and 9am, including some weekend working. Where agreed, there is scope for the postholder to undertake some additional hours during daytime duties within the Estates and Maintenance Team, supporting the upkeep, maintenance and operation of College buildings, grounds and facilities.

Annual Leave Entitlement

35 days per year including public holidays. Some of your holiday entitlement must be used for the college shutdown over the Christmas period.

Pension:

The College has a pension scheme open to all staff.