



## Bank Warden (Weekends and Evenings)

Reporting to:	Student Services Manager
Working Hours:	As cover requirements dictate
Hourly rate:	Scale point 20 £14.38 + £1.85 holiday pay

### Job Purpose

To participate fully as a member of the wardening team, which is an integral part of the Student Services Department. To work to ensure that the College site is safe and secure out of hours and to play a major role in the pastoral, disciplinary, sporting and social aspects of the students' College experience.

### Duties and Responsibilities of the Job

#### 1. Routines and support

- a. To supervise residential students during the weekends and evenings to ensure that acceptable standards of behaviour are maintained at all times.
- b. To provide help and guidance to all students and deal with any incidents which may arise.
- c. To provide pastoral support primarily to, but not exclusively, residential students and work in liaison with academic tutors and other wardens to ensure effective support and guidance is offered to all learners.
- d. To work flexibly as a member of the wardening team and participate in weekly wardening meetings where possible.
- e. In line with the Wardens' Manual to ensure that the College premises are kept secure, and to lock/unlock facilities as necessary according to College activities.
- f. To conduct frequent site patrols ensuring that all issues encountered are addressed directly or via accurate reporting.
- g. To liaise with students and parents as necessary to ensure that students are supported and that disciplinary procedures are followed, and that parents are informed and consulted in line with College policy.

- h. To participate in the planning and organisation of student sports and social activities to help ensure that a full and effective programme of events is held.
- i. To ensure that student incidents (e.g. accidents and disciplinary issues) are accurately recorded and dealt with according to College procedures. To deal with such incidents in a fair and timely manner.
- j. To provide and organise transport for students as a means of addressing welfare support needs or social enrichment.
- k. To liaise with the other wardens to ensure that all rota duties are covered.
- l. To act as College representative to outside users of the College's site outside of normal working hours, and to assist in ensuring that they have what they need, for example evening meetings and sport bookings.
- m. To work at all times in such a way as to promote the smooth running of the College.
- n. Undertake other duties as requested by the Student Services Manager, Residential Coordinator or the Senior Management Team.

## 2. Continuous Professional Development

- a. Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice.
- b. Actively participate in the college performance management processes, including appraisals to support personal and professional development and enhance student experience.

## Qualifications / Skills / Knowledge / Qualities

It is crucial that the successful candidate shares our student focussed values, equality of opportunity and parity of esteem for staff and students.

At Plumpton College we are:

- Ambitious and Progressive
- Enterprising
- Professional
- Passionate about everything we do
- Supportive

Essential criteria for the post
a. Full UK driving licence
b. Good manual handling skills and physically able to access all parts of the college estate
c. Experience of working with young people in a social/supportive session

d. IT literate including familiarity with Windows based data systems
e. Ability to communicate clearly – written and verbal
f. Ability to de-escalate situations
g. Thorough understanding of issues affecting young people and the ability to maintain professional boundaries
h. The ability to exert calm authority at all levels and represent the college positively in line with college values at all times and to all stakeholders
<b>Desirable criteria for the post</b>
a. D1 driving licence classification
b. Previous Wardening / Youth Work experience
c. Low level maintenance skills and premises management experience
d. Safeguarding training / Mental Health awareness training

## CONDITIONS OF EMPLOYMENT

### Working Hours

Basic working hours depend upon the level of cover required to meet the needs of the business. Agreement for work should not be stated unless the level of cover can be met. This is an all year round post which will involve evening and weekend working required to support faculty activities and whole college recruitment and promotional events.

### Annual Leave

The role does not attract annual leave given the casual nature of employment. In lieu of annual leave, Holiday Pay is awarded.

### Continuous Professional Development (CPD)

This post will be entitled to CPD for industrial updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

### Benefits

The candidate appointed to the post will automatically become a member of the Local Government Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover and the college will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

### Equality and Diversity

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

### Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the college until the DBS Disclosure Certificate is received and considered by the Principal.