



Job Description

Job title:	College Warden, Fixed term (January 2027* – 31 st August 2027)
Reports to:	Senior College Warden
Department:	Student Support & Success Services (Colleges)
Remuneration:	The Remuneration package has a value of approximately £17,003 per annum. This includes the cost of accommodation plus an allowance which will be divided into monthly payment.

Housing: It is a requirement of the role that College Wardens live on campus. **Shared occupancy (1-3 people max) dependent college** will be provided at a special Warden accommodation rate deducted from the Warden salary be provided at a special Warden accommodation rate deducted from the Warden salary

The university is seeking enrolled postgraduate students to become College Wardens. Our College Wardens are key members of the university community, helping to provide a robust and personal pastoral care for our students and to build the sense of community on campus. They do this with and through the college teams and alongside the support services involved in student care, including Wellbeing and Security.

Main purpose of the job:

The University of Roehampton is committed to ensuring that College community life is safe, supportive and nurturing, seeing this as a core part of an excellent student experience.

The College Wardens are resident and highly visible members of each college community, present at college events and activities and working as a supportive member of the college staff team. They form part of a network of staff committed to building community and proactively encouraging good behaviour and responsible citizenship, informed by the values of the university and its colleges.

College Wardens help to achieve this through providing out of hours pastoral care, supporting the security team where needed to follow up significant problems in their College, outside of office hours. In addition, they support the Head of College and Senior College Warden through helping investigate disciplinary issues and offering wellbeing support for students where appropriate.

College Wardens are based in each of the four colleges and will be assigned residences to cover, *but* may be asked to cover another college other than their own or be temporarily reallocated to meet service needs in the short or long term.

Main duties and responsibilities:

1. Maintain a visible presence in College (in person and on all college channels of communication), attend and assist at key college events; such as inductions, being present for a range of college events, leading some of those events and offering support for the college team in terms of student training and leadership development activities.
2. Provide regular reports to the Head of College and Senior College Warden pertaining to the social life, welfare and discipline of students.
3. Provide assistance, when requested by the Head of College or Senior College Warden, in mediating disputes in college flats and addressing matters of bad behaviour which fall short of requiring formal disciplinary action.
4. At the request of the Head of College or Senior College Warden, investigate matters which may result in formal disciplinary action and attend disciplinary meetings.
5. Establish a good level of communication with Flat Reps, Flat Leaders and College Community Leaders (CCLs), attend Flat Rep, Flat Leaders and – where appropriate – CCL meetings and training, taking a role in their delivery when possible.
6. Take an active role in encouraging and enforcing, with Security where required, rules of college residency, particularly relating to excessive noise and anti-social behaviour. This will involve, where needed, offering support out of hours following emergency calls to Security as well as proactive interventions to prevent bad behaviour.
7. Be a visible presence in residences before major student social activities to ensure the campus is kept safe and noise levels tolerable, and to identify and mitigate potential disputes/anti-social behaviour.
8. Assist with emergency response procedures.
9. Keep a watchful eye on the college buildings and grounds, reporting any issues relating to health and safety, maintenance, or security to Estates.

Person Specification

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria.

Requirements	E/D	Criteria
Education and Qualifications	Essential	• Educated to degree level • Undertaking a postgraduate programme of study at Roehampton University
Knowledge and skills	Essential	• Be highly motivated to make a positive impact on student life at Roehampton • Have the ability to deal effectively with a wide range of people to ensure that College community life is safe, supportive and nurturing • Know how to respond to the needs of groups of students, providing information and advice, encouraging good behaviour and responsible citizenship • Ability to pay close attention to detail and manage the situations accurately and efficiently, investigate disciplinary issues

Work experience	Desirable	• Experience of delivering an excellent support service in a user focussed, professional environment, preferably in education • Experience of team working, contributing to a collaborative team environment • Evidence of working with international students • Experience of mediating disputes
Communication skills	Essential	• Excellent oral and written communication and inter-personal skills, ability to communicate clear and accurate • To be able to complete and update internal reports in a professional manner • Ensure confidentiality at all times when dealing with students and their data, in accordance with the Data Protection Act • The ability to carefully interpret/explain relevant policies, procedures and regulations and to provide advice and guidance to help others to understand the values of the university and its colleges • To be able to communicate effectively with people who are upset or distressed • Offer clear, empathetic advice and guidance in troubled, sensitive or volatile situations • Effective liaison with internal stakeholders
Other requirements	Essential	• A demonstrable understanding of equality and diversity, and professional conduct and their practical application within a student support environment • High levels of personal organisation and efficiency and strong prioritisation skills • Positive, resilient and determined attitude

Specific requirements of the role: Residency

The Warden is expected to be present in college Monday-Thursday, 5pm-8am throughout term. A rota will be established amongst the wardens for providing weekend and reduced cover for the Winter and Summer breaks. The Easter break is covered as usual.

While on duty, the Warden should not be absent from the campus except where agreed in advance with the Senior College Warden. Any expected or planned absences from campus longer than 2 weeks during the academic year must be disclosed at the time of application. The residency requirements are reduced outside of term times. There is an expectation of Warden presence over the Winter, Spring and Summer breaks (including, Christmas Eve & Day, Boxing Day, New Year's Eve & Day, Easter and all bank holidays) and those will be assigned by the Senior College Warden in collaboration with the team.

Accommodation appropriate for a single person within shared occupancy (1-3 people max), is provided at a determined Warden accommodation rate and will be deducted from the Warden's salary monthly.

Wardens are expected to be on campus to start their role January 2027. If you already live on campus and are settled in your accommodation, this will be considered but it is likely you'll be required to move to the college you are allocated.

Specific requirements of the role: out-of-hours on-call response

1. It is normally expected that when a Warden is called to provide out of hours support, this will be done by the university's Security team. When Security has made an initial response to a call-out, the Warden may be requested by Security to provide aftercare of a pastoral nature. If such care is identified as necessary before this stage, Security will call the Warden to attend from the outset. The Warden will decide if the situation requires further expert assistance and contact either emergency services or the Senior College Warden as necessary.
2. If the Warden receives a request for assistance via another route, the Warden will make a judgment call about whether they or security should attend initially. Where criminal action or risk to the person is identified, Security (and, where appropriate, the Senior College Warden) must be called immediately by the Warden.
3. Wardens must send incident summaries to the Head of Wellbeing and relevant Student Wellbeing Officer for cases which need to be followed by the Wellbeing team.

Specific requirements of the role: Security clearance

- A DBS check is required for this role and should be started upon successful appointment, where possible.
- ID checking guidelines for standard DBS check applications may be found [here](#).
- If you have lived in any non-UK country for 12 months or more you will also need to obtain a DBS clearance from that country or countries.

Additional Information

- The Remuneration package has a value of approximately £17,003 per annum. This includes the cost of accommodation, which will be deducted monthly from salary.
- Accommodation will be provided, appropriate for a single person, shared occupancy (1-3 people max). The cost of the accommodation will be deducted from the Warden salary monthly and is currently £830/month, subject to any annual review.
- The appointment is offered initially for 8 months, due to the start time. On completion of the year, it may be possible to extend for a further year, up to a maximum of two years. Anyone wishing to extend beyond this, will be advised of the process at the appropriate time.
- Because much of this work responds to particular events, it is not possible to provide an accurate time commitment. However, it is generally expected that the College Warden will be called out no more than twice in any week. At busy times of year (Freshers' week, end of term, etc.) this may be more often; at quiet times, the Warden may not be called out for several weeks in a row. Team meetings and any work during office hours are expected to take up only a few hours per week. Fluctuations in work time commitments will not impact on accommodation or payment arrangements and a notional 14 hours/week per is estimated to take account of these activities across the year.
- The university has the authority to terminate the Warden arrangement at any point in the year if the Warden is not fulfilling the requirements of the role at a satisfactory standard. This will lead to the termination of both the accommodation license and any further salary payments.