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**MOULTON COLLEGE – JOB DESCRIPTION**

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**Job Title:** Residential Officer

**Department:** Student Support

**Hours:** 16 hours per week

**Responsible to:** Residential Coordinator

**Reports:** n/a

**Salary / Scale:** Support Spine Band 6 - £12.21 per hour (Pro rata to £23,493.00 per annum) plus an uplift for holiday pay and shift allowance

**Date of Issue:** July, 2025

**Organisation Chart:**

Executive Director – Student Support & Wellbeing

Residential Coordinator

Residential Officer

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1. **Aims and Purpose of the Post**
   1. The support and supervision of students.
   2. To facilitate the development of those standards of welfare and discipline associated with a ‘caring’ community including the active promotion of equity, diversity and inclusion and the encouragement of an atmosphere and climate of respect.
   3. The stimulation, administration and supervision of a programme of social and sporting activities at the College.
   4. The monitoring of the condition of and care for student residential, sporting and social accommodation.
2. **Specific Responsibilities**

2.2 To regularly patrol the college campus and accommodation buildings; working effectively with College Security personnel.

2.3 To maintain acceptable standards of student behaviour, outside the normal timetabled day and in particular during the weekends.

2.4 To be fully aware of the College’s Resident Student Regulations and to ensure that students adhere to the regulations to encourage a community approach to harmonious living.

2.5 To help to mediate in student disputes about noise, unacceptable behaviour etc. thus ensuring good order and behaviour is maintained within Halls of Residence.

2.6 To ensure that the dignity and rights of individuals are protected and represented at all times, engender a culture of respect and to protect residents from bullying and other forms of intimidation and abuse.

2.7 To ensure that under-age drinking, substance abuse and possession of obscene material are countered and any other forms of anti-social behavior are dealt with effectively and in line with College policies and procedures.

2.8 To contribute to a programme of evening and weekend ‘enrichment’ activities (social, cultural and sporting) for residential students, to include accompanying students to offsite activities and on occasion, driving a College minibus.

2.9 To undertake wardening duties in relation to student activities and be part of the duty team at ‘major’ social events.

2.10 To give evidence about disciplinary issues which have been witnessed.

2.11 To ensure that Fire, and Health and Safety procedures are compiled with at all times.

2.12 To take emergency action as appropriate in the case of a fire alarm activation, breakdown in electrical, water or heating services.

2.13 To inspect communal areas, report damage and dilapidation.

2.14 To report all incidents, accidents, near misses and maintenance faults in line with College procedures.

2.15 To assist to organise welcome and induction events for new students at the start of the academic year.

2.16 To undergo and maintain training as a designated first-aider and fire marshal.

2.17 To effectively liaise with the wider Student Support and Warden team.

2.18 To attend meetings, College Open Days, courses etc. considered to be of benefit to the team, the College and to the individual.

2.19 To inform students of other support services and refer students to services when appropriate.

2.20 To promote and adhere to the College’s Safeguarding Policies and Procedures.

2.21 To promote and adhere to the College’s Health & Safety Policies and Procedures.

2.22 To manage student conduct in accordance with College policies.

2.23 Promote the welfare of young people and vulnerable groups in all aspects of College life and to ensure safeguarding arrangements are adhered to at all times.

2.24 The active promotion of and commitment to best practice in equity, diversity & inclusion.

2.25 Contribute and demonstrate fully and at all times the positive promotion and role modelling of the College core values, generic competencies and professional behaviours expected of all staff employed by Moulton College.

2.26 Undertake any other duties as required by the Principal and as may be reasonably expected commensurate with the post. This may include either the temporary or permanent re-deployment to an equivalent grade of post within the organisation.

This job specification represents the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work.   In the interests of effective working the major tasks may be reviewed from time to time to reflect the changing needs and circumstances.  Such reviews and any subsequent changes will be carried out in consultation with the post holder.  All members of staff are appointed to the College as a whole and may reasonably be asked to undertake similar or related duties in an operational area or faculty other than that to which they were originally appointed.

Core Benefits;

Local Government Pension Scheme Health Cash Plan\*

33 days holiday (inc bank/public holidays)\*\* Enhanced Maternity & Paternity Benefits\*

Discounted On-site Gym Membership available Free on-site parking

Cycle to Work Scheme\* 10% discount on College courses

High Street Discounts Wellbeing programme

Opportunity for an annual Volunteering day Subsidised catering

(\* Subject to conditions / \*\* Pro rata for part time)

I confirm my acceptance of the role as outlined above and agree to apply myself fully to the responsibilities of the post.

Signed;……………………………… Date;………………………………

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| **POSITIVELY PROMOTING EQUITY, DIVERSITY & INCLUSION** |

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| **Person Specification – Residential Officer** |

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Educated to degree level or equivalent work experience |  | X |
| Relevant Professional Qualification or proven track record | X |  |
| Minimum of grade C in GCSE Maths and English Language (or equivalent) | X |  |
| Full UK Driving Licence | X |  |
| **Experience & knowledge** |  |  |
| Experience in dealing with vulnerable adults and/or young people | X |  |
| Experience of liaising with a variety of relevant third party organisations eg Police, Social Services, medical professionals |  | X |
| Experience of working with confidential information | X |  |
| Experience of dealing with customers | X |  |
| Experience of working in Education or similar environment |  | X |
| **Ability/Skills** |  |  |
| Thorough working knowledge of Microsoft Word and Excel | X |  |
| Ability to read, analyse and interpret sometimes complex information | X |  |
| Ability to write reports of key events/incidents | X |  |
| Ability to present information effectively and respond to questions. | X |  |
| Ability to operate standard software packages, and software | X |  |
| Active listener | X |  |
| Able to maintain total confidentiality | X |  |
| Outstanding interpersonal communication skills | X |  |
| Ability to make sounds judgements and decisions | X |  |
| Ability to build trust and sound professional relationships | X |  |
| **Personal Attributes** |  |  |
| Evidence of ability to learn successfully from past experience to improve future performance | X |  |
| Willingness to operate flexibly | X |  |
| Commitment to continuous personal development | X |  |
| Able to work as part of a wider team | X |  |
| Comfortable working alone | X |  |
| Physically fit and in good health | X |  |

|  |  |  |
| --- | --- | --- |
| **Safeguarding** |  |  |
| Satisfactory enhanced DBS disclosure | X |  |
| Ability to display awareness, understanding and commitment to the protection and safeguarding of children and young vulnerable adults. | X |  |
| Commitment to policies on child protection, health and safety, confidentiality, student behaviour / discipline and equal opportunities | X |  |

**NOTE;**

All candidates will be asked for proof of their eligibility to work in the UK during the interview and selection process. Tier 2 Certificates of Sponsorship are restricted by the UK Visas & Immigration Service and the position advertised above is unlikely to qualify for sponsorship. We are therefore unable to consider applications from candidates requiring Tier 2 immigration status to work in the UK at this time. For further information please visit the UK Visas & Immigration Service Website.