

Job Description

Job title	Pre-University Summer School Residential Night Support
Department	Warwick Global Academy (WGA)
Grade	FA3 (SP13)
Dates	14 – 24 July, with training on 8 th and 13 th July

<p>Job purpose (a brief summary of the role)</p>	<p>The Warwick Pre-University Summer School is a part of a suite of summer schools delivered by Warwick Global Academy, which includes the Warwick Summer School for students aged over 18. The Pre-University Summer School is a 10 day residential programme for 16-17 year olds who are interested in attending University. Students will attend taster sessions with Warwick lecturers in one of five course areas (Economics and Finance, Science and Engineering, Social Science, Health, Medical and Life Sciences or Arts and Humanities) and will also take part in personal development sessions. Alongside the academic and skills programme, students will also take part in a fun and engaging social and cultural programme.</p> <p>The Residential Night Support role is a live-in role required to support the 10 day Pre-University Summer School for 16-17 year olds. Residential Night Supports will work in person for the full 10 days and stay on campus in Sherbourne Halls of Residence alongside students for the entire duration of the programme.</p> <p>The Residential Night Supports will work together to uphold a safe, welcoming and inclusive environment overnight and represent the University of Warwick positively and professionally. During the night, you will be the first point of support for students. You will respond to enquiries and address issues, using your judgement to escalate to members of the programme team who are working on the night rota where appropriate. You will provide a full handover to the Residential Welfare Leads each morning. You will support the Residential Welfare Leads and Departmental Safeguarding Officers with ensuring the welfare of minors in line with safeguarding regulations and Summer School policies and procedures overnight.</p> <p>Strong communication and teamwork skills are essential, along with the ability to build positive relationships with students and colleagues. The programme is fast-paced and intensive, so you will need enthusiasm, energy, and resilience, as well as the ability to take initiative, think on your feet.</p> <p>Location University of Warwick campus. This is a residential programme, therefore you will be required to live in Sherbourne Halls of Residence for the duration of the role <u>and be based on campus during your shifts.</u></p> <p>Dates and Hours Programme: 10 days (Tuesday 14th July – Friday 24th July) Training: 3 paid training days - Wednesday 8th July (online) and Monday 13th July (face to face). Accommodation: You must move into the Halls of Residence on Monday 13th July.</p> <p>You must be available for the entirety of the programme and the training days. You must be in the UK for both training days including the online training day. If your graduation is likely to fall between these dates, please let us know in your application. We can only guarantee time off for your graduation if you let us know this at application stage.</p>
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	<p>Staffing The Summer Schools Programme team are members of Warwick staff who work around the year to organise the Pre-University Summer School programme. During delivery of the programme, they will be assisted by 36 Summer School Ambassadors, 4 Lead Summer School Ambassadors, 2 Residential Welfare Leads and 2 Residential Night Supports, all of whom are University of Warwick students.</p> <p>Pay £13.30 per hour plus £1.61 holiday pay. Accommodation is included for 11 nights and the programme is fully catered for Summer School Ambassadors.</p> <p>Accommodation and Board Your accommodation will be in halls of residence on the University of Warwick campus. Each staff member will have their own single, ensuite room. Meals will be provided on a full board basis (breakfast, lunch and dinner). Vouchers will be provided for lunch when on campus.</p>
Duties and responsibilities	<p>The Residential Night Support will play a crucial role in ensuring the safety and wellbeing of students throughout the evening and overnight. You will respond to enquiries promptly and professionally during your shift, addressing and resolving issues when possible or escalating them to the appropriate team members or Warwick support services as needed. You will be a positive role model to all students and Ambassadors on the programme and will consistently lead by example. As an employee of the University you will demonstrate professionalism and uphold the highest standards of behaviour at all times.</p> <p>. Your responsibilities will include:</p> <ul style="list-style-type: none"> • Being a positive role model and lead by example at all times during the programme • Representing Warwick professionally at all times, both as a member of staff and as a student of the University. Any misconduct during this employment may be investigated and addressed under the University’s student disciplinary processes • Being the first point of contact should any students have any concerns during the evening or overnight • Adhering to safeguarding laws and Summer School policies and procedures at all times, and ensuring your fellow ambassadors do likewise • Triaging situations and, if anything arises overnight, following the procedure in the escalation policy, reaching out to the Community Safety team if required, and involving staff on the Night Duty Rota where appropriate. Acting on any advice given by these teams or staff to manage issues effectively overnight. • Providing extra support to students within the group who may have additional needs, if needed during the night and escalating concerns to Residential Welfare Leads • Monitoring behaviour and ensuring the code of conduct is adhered to at all times by students • Ensuring all students are in their flats by 22:00 each night

- Ensuring students have moved from communal areas in flats to their rooms by 23:00 each night
- Regularly monitoring the block during the evening / night to ensure students don't leave their flats/blocks
- Meeting with the Residential Welfare Leads at the start and end of each shift to share important information and discuss any issues that happened overnight or during the day which might continue during the night. Follow any guidance they give to handle situations overnight effectively.
- Assisting the Residential Welfare Leads and Summer School Programme team with general duties and tasks

This role requires you to remain awake and on duty throughout the night, from late evening time (approx. 09.30pm each night) to the end of the shift (approx. 08:30am each morning). While on duty, you will mostly be stationed in the kitchen of your flat in Sherbourne Halls of Residence, except for occasional patrols of the flats as needed.

Outside of your specific duties as listed above, you are free to use the time for personal activities such as studying or reading, provided you remain at your post, alert, and available to respond promptly to any issues or tasks that arise.

Person Specification

The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.

Essential Criterion No.	Essential Criterion Description	Measured by
E1	You are a current final year undergraduate or postgraduate Warwick student	A
E2	You have worked with young people before on a similar programme or activity	A & C
E3	You have an understanding of the safeguarding challenges when working with minors and experience of complying with safeguarding policies and procedures	A,B & C
E4	You have knowledge of the University's support services and Halls of Residences	A,B & C
E5	You have excellent organisational skills with the ability to work in a fast paced, demanding environment and follow instructions fully	A,B & C
E6	You can show evidence of team working skills, resilience and taking the initiative	A,B & C
E7	You have highly developed interpersonal skills with the ability to communicate effectively with people from diverse backgrounds, particularly younger people	A,B & C
E8	You have the ability to deal with issues calmly and effectively, knowing when to escalate and to whom	A,B & C
E9	You will be able to work independently with limited instructions and demonstrate flexibility	A & C
E10	You have a positive outlook and a mature approach to working with others and solving problems	A & C
E11	You are reliable, fully committed and able to act as a role model to set standards of expected behaviour	A & C

Summer School Ambassadors are required to complete an enhanced DBS check and must be in the UK to complete this and a Right to Work check

You are reminded that during this employment you remain a student of the University and are subject to [Regulation 23](#) at all times. Any misconduct during this employment may be investigated and addressed under the University's student disciplinary processes and may affect any future employment with the University. Please note that this role is subject to pre-employment checks.