

Warwick Pre-University Summer School 2025

Night Duty Manager Job Description

Introduction

The Warwick 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 four course areas (Economics and Finance, Science and Engineering, Social 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.

Students will live on campus in Sherbourne Halls of Residence with Summer School Ambassadors. During the night, students will receive support from dedicated Night Duty Managers.

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 and be based on campus for the entire period of the programme.

Dates and Hours

Programme: 10 days (Tuesday 15th July – Friday 25th July)

Training: 2 paid training days - Wednesday 9th July (online) and Monday 14th July (face to face).

Accommodation: You must move into the Halls of Residence on Monday 14th July.

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.

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 27 Summer School Ambassadors, 4 Lead Summer School Ambassadors and 2 Night Duty Managers, all of whom are University of Warwick students.

Students will stay in student accommodation, and the Night Duty team is responsible for supervising them between around 9.30pm at night to 7.30am each morning. The Night Duty Manager's role is to supervise each night shift and provide support to students during the night.

Pay

£12.96 per hour plus £1.56 holiday pay. Accommodation is included for 11 nights and the programme is fully catered for Night Duty Managers.

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.

Main Responsibilities

The Night Duty Manager 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.

. Your responsibilities will include:

- Being a positive role model and lead by example at all times during the programme
- Representing Warwick professionally as a member of staff and an employee of the University and adhere to the staff code of conduct
- 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 helping your fellow ambassadors do likewise
- Triaging situations and escalating to Warwick Community Safety Team / the Summer School Programme Team when necessary
- Providing extra support to students within the group who may have additional needs
- 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
- Conducting debriefs with the Lead Summer School Ambassadors at the start and end of each shift to facilitate effective communication and share important information, including any issues that arose overnight
- Working closely with and communicating effectively with the Lead Summer School Ambassadors and the Summer School Programme team
- Assisting the 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. 9.30pm each night) to the end of the shift (approx. 7.30am 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 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.

Skills and Experience

To be appointed to the role of Summer School Night Duty Manager, it is essential that you demonstrate the following:

- You are a current final year undergraduate or postgraduate Warwick student
- You have worked with young people before and understand the safeguarding challenges when working with minors
- You have experience of working on a residential programme, either at Warwick or in a similar environment or have experience of working with the Residential Community Team
- You have knowledge of the University's support services and Halls of Residences
- You have excellent organisational skills with the ability to work in a fast paced, demanding environment and follow instructions fully
- You can show evidence of team working skills, resilience and taking the initiative
- You have highly developed interpersonal skills with the ability to communicate effectively with people from diverse backgrounds, particularly younger people
- You have the ability to deal with issues calmly and effectively, knowing when to escalate and to whom
- You will be able to work independently with limited instructions and demonstrate flexibility
- You are enthusiastic and willing to join in with activities and events and support others
- You have a positive outlook and a mature approach to working with others and solving problems
- You are reliable, fully committed and able to act as a role model to set standards of expected behaviour

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