

Job Title	Aigburth Park Campus Warden (Live-in)	Ref: 9CAS2
Subject/Service Area	Campus Services – Estates	
Reports To	Campus Manager	
Accountable To	Director of Estates	
On site residence allowance		
The remuneration package comprises a Residential Availability Allowance together with rent-free accommodation provided under a Service Occupancy Agreement.		
Hours of Work		
(see Contract of Employment – Section 9). The postholder will participate in a published residential duty rota. During rostered residential duty periods the postholder is required to remain resident within the designated campus accommodation, immediately contactable and fit to respond should a Serious or Major Incident occur. Active duties arise only where attendance is required. In light of the anticipated hours of work, the Employee is permitted to sleep within the designated campus accommodation during their rostered hours on the Residential Duty Rota. The Employee must remain contactable (and fit to respond) during such times so they can be awoken to respond to a Serious or Major Incident should one arise.		
Contract Type		
Fixed term, subject to a live-in Warden Service Occupancy Agreement which is directly linked to, and conditional upon, continued employment in this post.		
Purpose of Job		
The purpose of this role is to provide an essential residential presence on campus so that a second trained and competent individual is immediately available to support the Campus Services Officer in the event of Serious or Major Incidents. Residence on campus is an essential requirement of the role and is fundamental to the University's emergency response arrangements. The postholder is required to reside within the designated campus accommodation to provide an essential residential presence. Whilst serious incidents requiring intervention are expected to occur infrequently, the postholder must be available, when rostered, to provide immediate assistance to the Campus Services Officer during major incidents or emergencies.		

Key Tasks / Responsibilities

The duties below are undertaken only where a Serious or Major Incident requires the attendance of the Residential Warden. The role does not involve routine operational duties during residential duty periods unless an emergency or serious incident occurs.

- Act as a second competent individual to support Campus Services during Serious or Major Incidents, as defined in the Warden Service Occupancy Agreement.
- Support Campus Services with fire alarm activations and assist with building evacuations in accordance with the Fire Evacuation Procedure.
- Undertake student roll call following an emergency evacuation.
- Provide First Aid assistance when required, as a certified First Aider (First Aid at Work).
- Support Campus Services in emergency situations, including calling emergency services and directing them to the incident location.
- Assist Campus Services in line with University procedures in meeting requirements under the Terrorism (Protection of Premises) Act 2025 (Martyn's Law) in the event of an emergency.
- Remain vigilant and notify Campus Services promptly of any potential emergency situations identified while on site.
- Maintaining fitness for duty while rostered for residential duty. Maintain up-to-date mandatory training and certifications, including First Aid at Work, Fire Marshal training, and Campus Incident Management & Escalation Procedures.
- Uphold high standards of professional conduct at all times as a visible representative of the University living within a student residential community.

Materials, resources & equipment to be used

- CCTV (view-only access)
- Two-way radio equipment
- Emergency alarm systems, e.g. fire and intruder alarms
- University-issued emergency on-call telephone.

Regular contacts (internal / external)

Internal

- Campus Officers
- Campus Services Managers
- Director of Student Life
- Duty Managers
- Estates Services Manager
- Director of Estates.

External

- Local community policing team
- Emergency services (Police, Fire, Ambulance).

Staff Reporting to Post holder
None.
Special Conditions
– This post is subject to a satisfactory Enhanced DBS check. – The post holder must reside at the designated on-campus accommodation for the duration of employment in this role, under the terms of the accompanying Warden Service Occupancy Agreement. – Continued occupancy of the accommodation is contingent upon maintaining the mandatory training and certifications required for the role.

Note: This Job Description should be read alongside the accompanying Person Specification and the Warden Service Occupancy Agreement, both of which form part of the recruitment and employment documentation for this post.