

COLLEGE OF MATRONS ALMSHOUSE CHARITY
RESIDENT WARDEN
JOB DESCRIPTION

General Description

The Resident Warden is responsible for providing support to the 15 women occupants of the almshouse in the Close (the 'Matrons') and for assisting in the good management of the almshouses. The duties of the post comprise the following two main areas:

- **Welfare.** The primary function of the Warden is to give good neighbourly day-to-day advice and assistance to the Matrons, to keep an eye on their well-being, and to be available in cases of emergency,
- **Communication.** To act as a link between the Matrons and the Trustees.

Terms and Conditions

- The post is part time. Employment will start as soon as possible after 1 January 2021.
- **Hours of Work:** The Warden is required to work up to 20 hours between Monday and Friday each week and be on call for emergencies at all other times, except for one day off duty each weekend.
- **Leave:** The post's annual leave entitlement is 28 days including statutory holidays. Holidays are to be taken with due regard to the needs of the Charity and following consultation with the Steward.
- **DBS:** The post requires the holder to have an Enhanced DBS Disclosure.
- **Accommodation:** The Warden is required to live on-site and a three-bedroom house (47 The Close) is provided rent free. The Warden occupies the Accommodation as a licensee only. Parking for one car is provided free of charge in Salisbury Cathedral Close. The costs of utilities – gas, electricity and water—are met by the charity, as is Council Tax, TV Licence charges and Telephone usage. Fuel and Light, TV Licence and Telephone charges are declared to HMRC as benefits in kind.
- **Salary:** The post's salary is £8,050 pa. The College operates a qualifying workplace pension scheme and will comply with its employer pension duties in accordance with relevant legislation. Details in this respect will be furnished to the jobholder separately.

Line Management:

- Reports to the Steward; supervises the work of the Handyman and/or contractors, as requested by the Steward.

Duties of the Resident Warden include:

- **Welfare**
 - To satisfy herself every morning that none of the Matrons is in difficulty or in need of assistance.
 - To attend immediately when in residence to any call, rendering such temporary aid as may be possible and taking all action to ensure that the needs of the Matrons in an emergency are dealt with promptly, including, when necessary, summoning a relative or the appropriate professional help, e.g. doctor or the welfare or emergency services.
 - To assist Matrons, if necessary, in their daily welfare needs such as the taking of medication.
 - To assist Matrons, if necessary, to deposit their refuse and to coordinate its storage and disposal.
 - To ascertain daily that all corridors, foyers, outbuildings, paths, paved open spaces and refuse areas and the laundry are maintained in a clean and safe condition. The

Steward will be responsible for arranging the cleaning of all outside windows and doors. The charity employs a part time gardener and a handyman to maintain the public areas.

- To ensure that Matrons are aware of the position of all Call Alarms and Fire Appliances and of their methods of operation. Action in the case of fire should also be explained at least every six months.
- To report to the Steward all malfunctions of the electrical and gas heating systems on the premises as soon as possible, and to keep the Steward informed of all defects and structural repairs requiring attention. Where directed by the Steward, call out the appropriate tradesman.
- To maintain a log book in which every emergency, incident of note and Matrons' complaints/reports of a defect is noted, together with any action taken. The log book is to be available for the Steward's inspection and action.
- To maintain an up to date Matrons' Register which records each Matron's doctor, next of kin and nearest relative or friend, who is willing and capable of providing help, and all other essential information relating to their health and welfare. The emergency telephone numbers of the Social Services Department and Emergency Services are also to be recorded, together with the private address and telephone number of the Steward and the Chairman of Trustees.
- To maintain a clearly labelled key cupboard in the Warden's office of all keys necessary for the operation of the Almshouses.
- **Communication**
 - To encourage a harmonious community and to explain all matters and decisions as necessary and as received from the Trustees, when this is considered the most appropriate means of communication.
 - To report to the Trustees without delay, through the Steward, any matters requiring their attention concerning any Matron, any incident of importance that occurs and, in particular, any incident which brings the Warden into conflict with the Matrons.
 - To ensure that all notices requested by the Trustees are displayed and drawn to the attention of Matrons.
- **Safeguarding.** Promoting and safeguarding the wellbeing of residents by ensuring compliance with the charity's safeguarding policy at all times. It is a requirement of staff to report any actual or potential risks to the safety and welfare of residents to the Steward. The post requires the charity to obtain an Enhanced DBS Disclosure in respect of the Post Holder.
- **General.** Any other duties which may be reasonably requested in support of the charity.

The list of duties is not exhaustive or prescriptive and this job specification will be reviewed and updated periodically, after consultation with the Post Holder. The post holder will be expected to approach the role with enthusiasm and initiative and play their part as a full member of the charity's management staff.

**COLLEGE OF MATRONS ALMSHOUSE CHARITY
RESIDENT WARDEN
PERSON SPECIFICATION**

	Essential:	Preferred:
Key Technical Skills		
Computer literate	x	
Ability to keep written records	x	
Nursing qualification		x
First Aid qualification		x
Moving and handling qualification		x
Basic maintenance skills		x
General cleaning skills		x
Personal Competencies and Qualities		
Ability to relate to people from a range of different ages and backgrounds	x	
Sensitivity to the needs of others	x	
Ability to plan and organise effectively	x	
Calm and effective response to emergencies	x	
Security and safety conscious	x	
Good listener	x	
Ability to cope with difficult situations (eg deaths)	x	
Proven trustworthiness and discretion	x	
Good sense of tact, diplomacy and integrity	x	
Good sense of humour	x	
Friendly manner	x	
Patience and ability to gain the trust of others	x	
Good numeracy skills	x	
Good written and oral communication skills	x	
Personal energy, drive and resilience with a desire to make a difference		x
Understanding of vulnerable person protection and safe-guarding		x

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