Assistant Warden Post at McIntosh Hall

Applications are warmly invited for the position of Assistant Warden at McIntosh Hall, commencing as soon as possible. Prospective applicants must either be a member of University staff or undertaking a full-time PhD. The ideal candidate should be energetic, professional and hard working, with excellent communication skills and a proven ability to work positively as part of a friendly team.

The University of St Andrews wardennial service provides a highly regarded, world-class service to all students living in University accommodation. Assistant Wardens play an important role as a part of the professional wardennial team. The wardennial service is key in defining student life in each hall and is an essential element of the student experience.

Further details regarding eligibility, together with a detailed role description and application form can be found here: http://www.st-andrews.ac.uk/accommodation/pg/awrole

Applicants may also wish to familiarise themselves with the Student Services Mission Statement, published here: https://www.st-andrews.ac.uk/media/student-services/documents/Student-Services-mission-statement-2014-2017.pdf

Applications for this position should consist of three elements:

1. A formal cover letter addressed to the Warden (Dr Sarah Whittle) outlining your suitability for the role.

2. A Curriculum Vitae highlighting your relevant skills and experience.

3. An Assistant Warden Application Form (see above).


All offers are made subject to the receipt of satisfactory references.
McIntosh Hall Assistant Warden – Hall Specific Information

We are currently seeking one Assistant Warden to begin work as soon as possible.

McIntosh Hall is a centrally-located, traditional hall of residence, with capacity for 244 residents. The wardenial team consists of the Warden, Dr Sarah Whittle, and 3 Assistant Wardens. The AW team live within the Hall alongside the students in a self-contained flat.

Evening and weekend ‘on call’ duties are shared equally between the 3 AWs. The rota is flexible enough to accommodate some specific requests although AWs should be prepared to work any night required. Shifts are from 7pm – 8am Monday to Friday, and 2pm to 8am Saturday to Sunday. This includes a 15-minute daily drop-in session for students [7.30pm]. The duty warden is required to remain in hall and must be available to residents during his/her shift. Others duties will primarily include student welfare matters, discipline and Hall events. The team meets once a week to discuss any matters relating to Hall.

Building a positive Hall community is an essential part of the role, and as such each AW will be required to help organise and attend hall events, and maintain a high level of presence within hall. Visibility is important and you will take meals in the dining room with the students on a regular basis. The team works with the Hall Committee, the Residential Services Managers, and the Catering Team, aiming to cover all aspects of life in hall and improve the Student Experience for residents.

McIntosh has a great ‘hall spirit’. Residents are treated as adults, encouraged to become involved in Hall life, and to consider Hall their ‘home’. Whilst it is a traditional hall the team respond to student demand, which is currently to provide a relaxed, informal atmosphere conducive to both traditional and non-traditional students alike.

Our team is built on a foundation of communication, trust, shared meals and, above all else, a willingness to provide added value to the Hall community.

The remuneration package for this role includes an accommodation rebate plus 7 meals per week.
Expectations of the AW Role in McIntosh

The successful AW candidate will be expected to undertake the following roles within the Hall:

Student interaction:
- Be prepared to spend as much time interacting with the students as possible/sensible
- Be interested in the life of the students in the Hall and have a sense of what’s going on
- Maintain respectful boundaries with students
- Sit in for as many meals as possible (of the 7 allocated meals per week) and sit with different groups of students
- Be proactive
- Attend Hall events (including socials and hall sport) and attend and assist at all Wardennial run events

Team interaction:
- Work flexibly as a team with the other 2 AWs to cover the Hall, and be prepared to assist when not on duty
- Meet with the team weekly (and more, as necessary) to discuss Hall business
- Attend Hall Committee and Residence Experience meetings (with other staff within the Hall)
- Be organised. Expect to check personal and team email daily and be a competent user of facebook
- Be able to communicate sensitive information in an appropriate, timely and accurate manner
- Attend relevant training as requested by the Warden or Assistant Director of Student Service

Please contact Dr Sarah Whittle, mhwarden@st-andrews.ac.uk for any further information.