

	MERCY EDUCATIONAL COMPLEX	Issue Date:
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We believe that each employee makes a significant contribution that should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications, and job purpose. It is our expectation that each employee will offer his services wherever and whenever necessary to ensure the success of the services that we provide.

Position Title:	Warden	Title Code:	-
Level/ Grade	-	Employee Name:	-
Job Category:	Co-Teaching Staff	Location:	-
Effective Date:	-	Salary Range:	-
Reports to:	Coordinator/ Principal	Reported by:	N.A
New Position:	<input type="checkbox"/>	Replacement:	<input type="checkbox"/>
		Recruitment:	<input type="checkbox"/>
		Update of Job Description:	<input checked="" type="checkbox"/>

1. Job Purpose:

Job Aim	<i>To ensure that the Hostel is run in a smooth, effective and efficient manner and that the children are engaged in line with the vision, aims and values and cording to set timetable of Mercy Educational Complex Peshawar.</i>
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2. Main objectives:

- a) To assist in hostel management and ensuring the security and safety of the hostel and the students
- b) promote team work for better educational environment
- c) To take initiatives for Personal and Professional growth and development

3. Duty and Tasks:

Duties	AREAS OF DUTY	Frequency
Duty	1- Wardens and Hostels' supervision	<i>As Required</i>
Tasks	<ol style="list-style-type: none"> 1. Ensure that students are well equipped before leaving for school 2. Ensure that students should not be in Uniform before and after school timing 3. Managing hostel efficiently 4. Inspecting rooms and other areas of the hostel regularly 5. Ensuring safety regulations and cleanliness standards 6. Managing educational activities, recreation facilities, and other programs 7. Ensure that hostel gates are closed at instructed hours. 	
Duty	2- Hostel Management	<i>As Required</i>
Tasks	<ol style="list-style-type: none"> 1. Establish and enforce rules for behavior and procedures for maintaining order among the students in and outside the hostel. 2. Provide frequent and consistent feedback to the students regarding their behaviors and character building. 3. Create a positive learning environment based on mutual respect between wardens and students. 4. Provide guidance and counseling whenever needed. 5. Support and encouraging students to make good use of the services offered and by working with colleagues to enforce the rules. 	

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	<ol style="list-style-type: none"> 6. Work with colleagues to maintain and enhance effective working relationships 7. To ensure that all students follow the prescribed routines as per scheduled timing 8. Ensure safety and Maintenance of the hostel properties 	
Duty	3- Food and Dining room	<i>Daily</i>
Tasks	<ol style="list-style-type: none"> 1. Ensure discipline in dining room 2. Ensure quality & quantity of food served to the hostel residents. 3. Oversee health, hygiene and general life of the students in hostel and to ensure that the students observe the regulations and discipline in accordance with the rules framed there of 	
Duty	4- Record keeping	<i>As Required</i>
Tasks	<ol style="list-style-type: none"> 1. Maintain list and all-round record of hostel students. 2. Follow record keeping policy while maintaining record 	
Duty	5- Communication	<i>As Required</i>
Tasks	<ol style="list-style-type: none"> 1. Communicate and inculcate vision and mission to all students. 2. Communicate in target language as per school policy 3. Attend monthly staff meetings actively and effectively. 4. Meet with guardians to discuss their children's progress. 5. Maintain professional attitude in all their relationships 	
Duty	6- Professional Development	<i>As Required</i>
Tasks	<ol style="list-style-type: none"> 1. Attend professional meetings, educational conferences, and training workshops to maintain and improve professional competence. 2. Identify the developmental needs of others and coach, mentor, or otherwise help others to improve their knowledge and skills. 	
Duty	7- Other Duties	<i>As Required</i>
Tasks	<ol style="list-style-type: none"> 1. Ensure in time performance of prayers in Masjid 2. Keep watch on students during games and entertainment 3. To ensure that lights, doors and window pans, notice boards are properly maintained. 4. To motivate the students in moral and social values. 5. To motivate students to take part in various co-curricular activities. 6. To keep record of students /siblings, addresses, landline number and mobile numbers in their diaries 7. To arrange small prizes, crown etc for students showing good results in cleanliness. 8. To maintain personal record of the activities of the students in the hostel. 9. To select monitor and proctor in the hostel. 10. To monitor students progress and report to Principal 11. Inspect all rooms regularly to ensure students presence, cleanliness, organization and study 12. Ensure the wardens' availability in the hostel office at specified hours to manage the students all-round affairs and problems 13. Make practice and provide training as a preparedness for emergency 14. Ensure emergency keys to be always at hand 15. Regular check up of the bed rooms, corridor, washrooms etc with the help of provided checklist through wardens. 	

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Job Specification

Subject to the guidelines, the warden will allot rooms to the students and maintain a list of students along with permanent addresses of guardians and such other information as may be required, in a form prescribed by the institution.

Knowledge:

- a) Basic Islamic Ideology
- b) Knowledge of hostel management
- c) Knowledge of behavior management
- d) Knowledge of guidance and counseling

Skills & Capabilities:

1. Basic Administrative skills
2. Hostel management skill
3. Leadership Skill
4. Time management skill
5. Decision making skill
6. Interpersonal skills
7. Presentation and communication skills
8. Risk management skill

Attitude

- a) Friendly
- b) Perform his duties lively & smartly
- c) Regular & punctual
- d) Co-operative and polite
- e) Targets achieving zeal and passion

Specific Requirements

Age: 30—45 years (Flexible)

Appearance: Smart, Active & energetic

Health: No history of recurring illness likely to affect smooth performance

Qualification: As required by the institution in its sanctioned scales

Experience: Minimum one year (Preferable but flexible)

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Note:

1. All or any part of this job description may be revised or changed by the management as the future organizational needs demand.
2. Any additional task other than JD can be given by the management to any employee
3. Mercy Educational Complex (MEC) reserve the copy rights of products / documents / services which are produced during the job at MEC and none will have to claim against their intellectual rights.
4. Any disgusting violation or breach of the rules of MEC, shall render you liable to instant termination, and if you:
 - a) Delay the work or failure in the performance of duties or perform unsatisfactory work deliberately.
 - b) Remain absent from duty without prior approval by the management or gross misconduct with other staff
 - c) Involve any misconduct, inefficiency, negligence etc in performing duties and responsibilities
 - d) Taking part in any procession, agitation, instigation, strike, protest, all illegal activities, non-wanted interference in school management or any misconduct or disobedience of any rules of MEC.

Signature: _____

Name: _____

Mobile# _____

Dated: _____

Counter Sign by Principal: _____