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**Job Title:** Warden

**Department:** DSC

**Reporting to:** Head of Site Operations (Chief Porter)

**Responsible for:** N/A

**Hours:**

4 on and 4 off over nights and days with 12-hour shifts, 7am to 7pm four days and 7pm to 7am four nights

**How to apply:** Please send your CV to [HR@lincolnsinn.org.uk](mailto:HR@lincolnsinn.org.uk)

# Post Objectives

To monitor the movement of visitors, tenants, residents and staff within the Inn in order to safeguard the security of all within the Inn and control access to all the Inn’s buildings.

# Main Duties

The following list of duties is indicative of the nature of the post. Priorities, time-scales and standards will be set in agreement with management, recognising the level of professional competence of the post-holder.

1. To enforce with tact and diplomacy the Inn’s car parking regulations; to record all cash receipts for such transactions; and to assist in the collection of unpaid parking fines.
2. To control access to all the Inn’s buildings signing out keys from the register as required.
3. Monitor all CCTV footage and operate all lift, leak and intruder alarms and react to them as appropriate.
4. In conjunction with other Warden staff rotate around the Inn, to be stationed at designated positions, to provide a static guarding security presence in the Gatehouse, Library, control room and other areas as required.
5. To be an Inn’s fire marshal and act as a first responder to fire alarm activations, being fully conversant in how to operate all aspects of the fire alarms systems and specialist evacuation chair equipment.
6. To be an Inn’s first aider and able to operate the onsite defibrillator equipment (AED). Helping those onsite who are injured or ill, keeping them safe, to cause no further harm and arranging for further emergency medical assistance as required.
7. To wear the Inn’s uniform and present a smart appearance at all times when on duty.
8. To deal with enquiries from visitors and users of the Inn politely and helpfully directing people as appropriate.
9. To patrol the grounds and common parts of the Inn, monitoring and enforcing Inn regulations to ensure quiet enjoyment of the Inn for residents, tenants, members and visitors.
10. To alter the North Lawn open/closed notice at 12.30 and 14.30 and patrol lawn at 14.30 to clear visitors and to ensure that the North Lawn is only used outside the hours of 12.30 to 14.30 by Benchers, members and residents.
11. To close and open the gates around the Inn as appropriate.
12. To monitor the entry of personnel and goods to the kitchen and through the staff entrance.
13. To monitor as required any contractors working in the Inn, as well as visitors entering the Inn.
14. To act as bank escort and assist with delivery of the Chapel Silver as and when required.
15. To do the cash up at the end of the shift.
16. To provide cover for sickness/leave or security in conjunction with Inn’s private functions. Flexible working hours may sometimes be required for this.
17. To accept parcels/letters addressed to Treasury Office outside business hours, ensuring that they are delivered to the addressee as soon as possible.
18. To answer the Chief Porter’s telephone, take messages or deal with the problem in his or the Deputy Chief Porter’s absence.
19. To comply at all times with the Inn’s Health and Safety Policy for the health and safety of staff, members and visitors.
20. To undertake appropriate training and development, as may be required by the post and is within the capability of the post holder.
21. To undertake any other job related duties which management may determine from time to time.

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**Person Specification**

**Job Title:** Warden

**Department:** DSC

**Reporting to:** Head of Site Operations (Chief Porter)

# Knowledge / Skills Required

1. Valid SIA front line door supervisors’ licence preferable.

1. A good command of written and spoken English is essential to be able to take and pass on verbal and written messages.
2. To be able to handle phone and face to face customer enquiries confidently, with a customer focus and politely with a positive attitude.
3. To demonstrate a high level of honesty and integrity in positions previously held.
4. Good numeracy skills with the experience of cash handling.

6. To show good prioritising and organisation skills and the ability to keep calm whilst under pressure.

7. To be able to work as part of a team.

8. Smart appearance with a confident demeanour.

9. Prepared to work flexibly to cover shifts.

10. Can apply a common-sense approach to handling issues and/or resolving problems.

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**Benefits**

## **What’s in it for you:**

1. Generous annual leave entitlement; 30+ days including closure periods over Christmas, Easter and August (for most roles)
2. An excellent free lunch
3. A 35-hour working week including paid breaks (for most roles)
4. Hybrid working (depending on role)
5. Overtime paid for Operational roles
6. Private Medical Insurance
7. A non-contributory 10% Stakeholder Pension Scheme
8. Interest-free Season Ticket/Bicycle loan
9. Free uniform for operational roles (laundered)
10. Enhanced Maternity and Paternity and Shared Parental Leave
11. Great annual training and continual development support
12. Bicycle stands and shower facilities
13. Great annual training and continual development support
14. Death in Service benefit; 6 x your annual salary
15. Free Eye tests and free chiropody
16. Access to a confidential Employment Assistance Programme
17. Team building days
18. Plenty of social events, such as staff parties, quiz nights etc.
19. Employment Membership shopping discounts

The Honourable Society of Lincoln’s Inn is committed to ensuring both its members and staff members are treated with dignity and respect throughout their careers. We promote [values](https://www.lincolnsinn.org.uk/about-us/who-we-are/) of trust, transparency, and respect for all through robust policies and procedures.