

Government of Tuvalu – Job Description



Position Title:	Sleep In Warden	
Band and Salary:	S1-S3	\$10,887 - \$15,447
Ministry and Department:	Education and Human Resource Development	Education
Location:	Motufoua Secondary School, Vaitupu	
Reports to:	Principal	

JOB PURPOSE:

The Sleep-In Warden plays a critical role in maintaining a secure and supportive environment within the boarding school's residential facilities during nighttime hours. This position involves overseeing male students' well-being, enforcing rules, addressing emergencies, and providing essential support during nighttime shifts.

KEY RESPONSIBILITIES:

1. Ensure student well-being.
2. Ensure student security and safety.
3. Handle emergency response.
4. Enforce rules and address issues.
5. Provide student support.
6. Document, report, collaborate and communicate.

MAIN DUTIES AND OUTCOMES:

- 1.1 Monitor students' dormitories during nighttime hours to ensure their safety, security, and well-being.
- 1.2 Respond promptly to any disturbances, emergencies, or concerns that may arise during the night.
- 2.1 Conduct regular checks of dormitory areas to ensure security and compliance with school rules.
- 2.2 Collaborate with security personnel to address and report any security or safety issues.
- 3.1 Be prepared to handle various emergencies, including medical situations, fire alarms, and building evacuations.
- 3.2 Follow established protocols and communicate effectively with school administrators and emergency responders.

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- 4.1 Enforce dormitory rules, curfew times, and guidelines to maintain order and discipline during nighttime hours.
- 4.2 Address any behavioral issues or conflicts that may arise.

- 5.1 Provide a reassuring presence for students who may need assistance or support during the night.
- 5.2 Offer guidance and assistance as needed for students facing difficulties.

- 6.1 Maintain accurate records of incidents, interactions, and any noteworthy observations during the night.
- 6.2 Prepare reports and updates for school administration as required.
- 6.3 Communicate effectively with daytime dormitory staff regarding any issues or concerns from the night shift.
- 6.4 Provide relevant information to daytime staff for seamless transition and continuity.
- 6.5 Collaborate with other dormitory staff, security personnel, and school administrators to ensure a cohesive approach to student support.

MANDATORY REQUIREMENTS:

Qualification & Experience

High school certificate or equivalent; relevant education or training is a plus.

At least 2 years' experience in a student supervision, residential life, or security-related role is preferred.

Skills & Knowledge

Strong interpersonal skills and the ability to maintain composure during nighttime emergencies.

Ability to work overnight shifts and remain alert and responsive.

Effective communication skills, especially in conveying information during emergencies.

Knowledge of emergency response protocols and first aid.

Ability to enforce rules and maintain a safe and secure environment.

Compassionate, patient, and empathetic demeanor.

Flexibility to adapt to changing situations and handle unexpected events.

IMPORTANT NOTICE

Applicants through their applications MUST:

- (i) Address all the qualification requirements of the job description.
- (ii) Address each of the responsibilities of the job as listed in the job description indicating how best he/she can carry out those responsibilities satisfactorily and at the same time add value to the job.
- (iii) The response in each case in (i) and (ii) must reflect the information in the CV; and the job application check list.

It is expected that officers recognize the cross-cutting nature of gender issues; the roles and responsibilities in this job description should be performed by taking into account a sector integration of gender perspectives.