

## Hostel Warden

### JOB DESCRIPTION

The Warden will have a leadership role in directing and managing the Druk White Lotus School hostel. The hostel currently comprises 170 students in the age range 5-16, and is expected grow in line with the school. Responsibilities will include:

- a. **Welfare:** Helping to address issues faced by young people as they grow (e.g. personal health & hygiene, sexual issues) and nurturing them to develop themselves.
- b. **Learning:** Encouraging and supporting students to study and learn; facilitating learning through fun; suggesting suitable study methods; helping students to create their own timetables; managing stress
- c. **Leadership:** Building and leading a team committed to bringing out the best in the students, and creating an environment that is fun and educational.
- d. **Administration and resource management:** Managing all hostel staff, including house mothers and kitchen staff. Managing procurement of supplies and equipment. Financial reporting.
- e. **Spiritual:** fostering a spiritual ethos within the hostel; encouraging respect and gratitude; inculcating personal and community values.

### QUALIFICATIONS

#### Education & Experience

- Bachelor's degree
- Experience of working with and nurturing children
- Fluent in English
- Preferably computer literate
- Teaching experience an added advantage

#### Personal Requirements

- Loving nature
- Strong spiritual roots
- Dynamic
- Professional
- Good team-player
- Healthy socialisation skills
- Ability to be assertive, yet flexible

### JOB ACCOUNTABILITY

The Hostel Warden will report to the Principal. S/he will be evaluated annually in line with school policy.