



St Edmund's College

University of Cambridge

Role	Fire Warden
Department	Facilities
Location	St Edmund's College
Reporting to	Head of Facilities and Accommodation
Length of Appointment	October 2025 – September 2026
Nature of Post	To be available outside of normal working hours
Allowance	£960 per annum

There are ten Fire Wardens spread across the Campus.

The appointed person must be a resident of St Edmund's College, Mount Pleasant Campus.

The allowance will be paid monthly.

You will be required to inform the Head of Facilities and Accommodation for any extended absences from the campus. Absences of one week or more will result in deductions from allowance.

Full training will be provided to assist in the emergency evacuation procedures at the College.

MAIN DUTIES

- To assist in dealing with emergencies (Fire alarms)
- To assess risks of fire
- To spot and report hazards / defects found
- To take appropriate action in the event of a fire
- To ensure that escape routes are available for use
- To assist with ensuring the full and safe evacuation of their designated areas
- To support all other staff upon call out
- To record and report their observations

IF A FIRE IS DISCOVERED/AN ALARM IS SOUNDED THE FIRE WARDEN MUST:

- Put on Fire Warden Jacket and ensure that the alarm has been raised. Check the fire panel within own building to locate the area of alarm.
- Contact Porters' Lodge to inform them of the location of the alarm.
- Check through the designated floors/area including washrooms, stores (where applicable) to ensure that ALL personnel leave the building as quickly and orderly as possible closing all doors and windows. Electrical equipment should also be turned off if possible en route and if time and safety permit.
- Once the area (building) has been checked this must be reported to the Incident Porters and give advice on the status of the evacuation and also on the cause of the alarm being set. The warden should then go to the assembly point and ensure that no-one re-enters the building before the fire brigade officer gives permission.
- Assist with registration of all persons present at the fire assembly point.
- Once permission has been given to re-enter the building (all clear) you must then report to the Night Porter and give details for a Fire Log Report.

PERSON SPECIFICATION

- Ability to remain calm under pressure
- Ability to work with minimum supervision
- Some understanding of health and safety issues
- Ability to take direction from Porters' Lodge staff and follow set procedures and guidelines.

APPLICATION PROCESS

To submit an application for this vacancy, please send a short covering letter outlining your reasons for applying for the role to the Head of Facilities and Accommodation on facilities.manager@st-edmunds.cam.ac.uk by 5pm on Monday 13th October 2025

In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and its Data Protection Policy:

<http://www.st-edmunds.cam.ac.uk/data-protection>

Any offer of employment is subject to evidence of your right to work in the UK.