

**THE BISHOP OF WINCHESTER ACADEMY
JOB DESCRIPTION- SUPPORT STAFF**

**Section One
General information**

Post Title	Facilities Assistant with DIY skills
Post Holder:	
General Duties:	<p>All academy post-holders are expected to support the sponsors vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the Academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope.</p> <p>To assist the day-to-day maintenance of the Academy's buildings and grounds, ensuring that all Health and Safety Regulations are adhered to; thus ensuring the Academy remains a clean, safe and secure environment for all its students, staff and visitors.</p> <p>To be part of a team that is dedicated to ensuring the fabric of the Academy is something they can be proud to say they create and maintain.</p> <p><u>Key Accountabilities</u></p> <p>Premises & Facilities</p> <ul style="list-style-type: none"> • Perform routine maintenance and repairs primarily painting and decorating, with occasional basic plumbing, carpentry work and general building upkeep. • Ensure the academy buildings and grounds are maintained to a high standard. • Carry out cleaning as required such as work area preparation, post decorating cleans and spills removal whilst always ensuring work areas are tidy and safe. • Liaise with Facilities Management, keep records of work completed and assist with work schedules. • Follow all Health and Safety policies, reporting any hazards, defects or major repairs needed to the Facilities Manager. • Carry out any reasonable request as directed by Line Manager. <p>General</p> <ul style="list-style-type: none"> • To promote the agreed vision and aim of the Academy and set an example of personal integrity and professionalism. • To continually be looking where systems and practices can be improved to enhance the Academy environment, improve compliance or improve efficiency of the operation. • As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.
	<p>The job description is not necessarily a comprehensive definition of the post. It will be revised at least once a year, but may be subject to modification or amendment at any time after consultation with the holder of the post.</p>

Reporting to:	Facilities Manager
Responsible for:	Helping to provide an effective and efficient facilities operation, with the result of an Academy that can be proud of its environment and meets all the necessary statutory and regulatory requirements and being pro-active in bringing to the Academy Leadership Team any operation improvements that can be made.
Liaising with:	Facilities Manager, Facilities Supervisor, external parties (eg contractors) as appropriate, staff and students.
Nature of Contract:	Standard Terms and Conditions of Support Staff
Salary Scale:	SCP 16
Disclosure Level:	Enhanced
Review Date:	Annually as part of the Appraisal process.

Section Two
Professional Duties and Responsibilities

Ethos	All academy post-holders are expected to support the sponsor's vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope.
Self-Development	To continually seek development opportunities to improve personal performance. Line manager / Vice Principal is advised of training needs. Development opportunities are sought/acted upon.
Attitude	To act as a professional and positive ambassador for the academy in order to support the academy's mission and profile. Positive/constructive feedback from parents/students/visitors/colleagues/supporters will evidence supportive attitudes Level of self-motivation and encouragement of others. Will support development of the academy ethos and contribute positively towards the development of specialisms.
Policy promotion	To actively promote the academy's Equal Opportunities, Health and Safety, Data Protection policies, to ensure that the academy operates effectively, fairly, and in line with legislative requirements at all times.
Safeguarding	To adhere to and follow the academy's Safeguarding procedures in order to protect the safety of all children.
Confidentiality	To ensure confidentiality of the academy's activities is maintained in order to protect the integrity of the organisation and its people.
Flexibility	To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation.

The Bishop of Winchester Academy is committed to developing the skills of its people. If you have any query about your own personal development, please speak to your line manager.

Signed: _____

Date: _____

The Academy reserve the right to amend this document as necessary, after consultation with the individual concerned, in order to reflect changes in organisational requirements and ensure that the future goals of The Bishop of Winchester Academy are successfully achieved.