

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

**Section One
General information**

Post Title	Business, Operations & Logistics Manager
Post Holder:	
<u>Key Accountabilities:</u>	<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>Strategic and Operational Leadership</p> <ul style="list-style-type: none"> • Work closely within in the Academy Leadership Team to support the effective day-to-day and long-term operational management of the Academy; • Collaborate with IT, Facilities, Catering and Administrative teams to ensure the delivery of a high-quality, efficient, and responsive service aligned with the Academy’s values and priorities; • Provide clear leadership and direction across areas of responsibility, fostering a culture of professionalism, collaboration, and continuous improvement. <p>Administration and Reprographics</p> <ul style="list-style-type: none"> • Line manage the school administration function, ensuring that stakeholders—including students, parents, staff, and visitors—receive a seamless, welcoming, and professional service; • Lead and manage the Academy’s printshop/reprographics service, ensuring it operates efficiently, cost-effectively, and in support of teaching, learning, and administration. <p>IT and Digital Development</p> <ul style="list-style-type: none"> • Take strategic and operational responsibility for the Academy’s IT provision, including oversight of external contracts, suppliers, and line management of IT staff where applicable; • Set and implement a clear vision for IT across the Academy, encompassing back-office systems, hardware, infrastructure, and digital tools that support teaching, learning, and administration; • Lead on periodic refreshes and subsequent maintenance of the Academy’s website and wider digital presence, ensuring it is informative, compliant, current, and reflective of the Academy’s ethos and achievements. <p>Estates, Facilities and Health & Safety</p> <ul style="list-style-type: none"> • Contribute to the effective management of the Academy’s facilities and estates, including involvement in projects, electronic access systems, CCTV, and wider site security arrangements; • Work closely with facilities colleagues to support compliance with health and safety legislation and to promote a culture of safety and care across the Academy; • Support planning and delivery of improvements to the Academy environment to enhance the experience of students, staff, and visitors.

	<p>Daily Operational Requirements</p> <ul style="list-style-type: none"> • Line manage the school data team, ensuring that significant data deadlines are met; • Oversee the timetable creation for each academic year and any modifications required during the year, along with any day-to-day changes such as room changes; • Administrate the cover system for teacher absences, ensuring an effective and fair system to ensure the best possible experience for students. <p>Procurement, and Funding</p> <ul style="list-style-type: none"> • Research, identify and pursue grant and funding opportunities to support facilities and estates improvements, including Condition Improvement Fund (CIF) bids and other relevant funding streams; • Act as lead or joint lead on selected procurement exercises and tenders, working collaboratively with colleagues to ensure compliance, transparency and value for money. <p>Compliance, Data Protection, and Governance</p> <ul style="list-style-type: none"> • Work with the Academy’s outsourced Data Protection Officer (DPO) to ensure that Freedom of Information requests, Subject Access Requests, and other statutory information requests are handled in line with legislation and guidance; • Support the Academy in meeting its wider compliance responsibilities with diligence and integrity. <p>Events and Community Engagement</p> <ul style="list-style-type: none"> • Lead on the organisation and smooth operational delivery of key Academy events, including parents’ evenings, the annual open evening, and other significant occasions; ensuring events are well planned, welcoming and reflective of the Academy’s strong sense of community and high standards. <p>Wider Contribution</p> <ul style="list-style-type: none"> • Provide flexible support to the wider leadership and management team, undertaking additional duties and projects as required to support the Academy’s development and strategic objectives.
	<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:	Academy Leadership Team
Reporting into this role:	Data Team IT Team Reprographics Team Compliance
Liaising with:	Principal, Vice Principal, Director of Finance, HR Team, Finance Team, External Agencies as appropriate, staff and students.
Nature of Contract:	Standard Terms and Conditions of Support Staff
Salary Scale:	Salary & hours subject to negotiation & experience.
Disclosure Level:	Enhanced
Review Date:	As part of the review 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 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.