



We are a University on a human scale, the University for Sustainability and Social Justice, offering a values-driven culture with a principal emphasis on the personal creativity and development of our students and staff together with a deep commitment to teaching and research excellence. Established in 1840 by the Church of England, everything we do is underpinned by an unrelenting commitment to our values (full values statement is on the reverse of this document). Our campus is a short walk from the centre of the vibrant and beautiful city of Winchester, located just an hour from London and 12 miles from the coast.

### Salary

The salary range for this post is as detailed in the advert. Starting salary will be dependent upon qualifications and experience and there is annual incremental progression within the salary range. Salary is paid monthly in arrears by direct credit transfer on the last working day of each month.

If a term time appointment commences on any date other than 1 September, the salary in the first year will be calculated on a pro-rata basis reflecting the number of weeks due to be worked until 31 August and annual leave accrued in the same period.

### Hours of work

Normal hours of work will be as detailed in the advert for the job you are applying for. Exact working patterns may be pre-set for business reasons, or it may be possible to agree a working pattern with your line manager. The agreed working pattern will be confirmed in the successful applicant's contract of employment. University full-time working hours are 37 per week.

### Annual leave

The annual leave year runs from 1 August to 31 July. Holiday entitlement is dependent on grade and is detailed in the chart below.

Grade	Entitlement	After 5 years' service
2 to 5	21 days	26 days
6	24 days	29 days
7 to 10	35 days	
Management	30 days	

In addition, staff receive Bank Holidays and University Statutory days. The entitlement is pro-rated for part-time staff and for all staff during their first leave year at the University.

### Location

Your normal centre of duty will be one of the University Quarters in Winchester. However, you may be required to work in any part or department of the University and in any Campus of the University, or as otherwise required for the due performance of your duties and responsibilities.

### Probation

The appointment will, in an appropriate case, be subject to a probationary period of 6 months for professional services, research and management staff and 12 months for academic staff.

### Disclosure and Barring Service Checks (DBS)

If a DBS check is required for the post you are applying for it will be detailed on the job description. The University completes DBS checks in accordance with the DBS Code of Practice. Further details regarding the DBS Code of Practice can be obtained from the Human Resources Department, or from the DBS website [www.dbs.gov.uk](http://www.dbs.gov.uk).

## Disability Confident

The University of Winchester is proud to be a Disability Confident Employer. Disability Confident is a scheme which is designed to enable us to recruit and retain people with a disability in a job which is a good match with their skills and talent. More information can be found here: <https://www.gov.uk/>

The essential criteria listed in the person specification are considered to be the minimum requirements for the role. Any candidate declaring a disability, who demonstrates on their application that they meet the essential criteria to be assessed at application stage, will be included on the shortlist for this post if they opt to be considered under the disability confident scheme on their application form.



## Wellbeing

The University is committed to the wellbeing and development of our staff. We have a range of benefits, including , sources of support, development and wellbeing events available to support you both within and outside of the University. For example: Employee Assistance Programme, GetActive scheme, regular workshops and a discount platform.

There are on-site catering facilities and sports and fitness facilities which include the University Gym, Sports Hall and our outdoor Multi-Use Games area for Tennis, Basketball, Football and Badminton to name a few. At our Bar End facility, you will find our Athletics Track and All-Weather Pitch. Also, on offer is our Fitness & Wellbeing class timetable which is complimentary to all Gym Pass holders.

West Downs Day Nursery - is situated within the grounds of The University of Winchester. The nursery offers care for children from the age of six weeks to five years in a stimulating and homely environment. The nursery is open from 7.30am to 6.30pm each day. The opening times are designed to accommodate the working parent who may wish to continue their career.

## Our values

We are a community committed to making a difference, passionate about seeing individuals and communities flourish.

Our values of Compassion, Individuals Matter and Spirituality shape how we do this and why – we believe academic freedom leads to big ideas which in turn lead to social justice and creativity for a better world.

### Compassion

Conscious of the kinship that exists between all life, we seek to nurture compassion and embody social justice for people, animals and the planet. This is a supportive, caring and safe place to work and study. Staff and students will be supported to flourish, encouraged to help others and empowered to make a difference in the world. We seek to challenge and nurture in all staff and students a love and value for all life and the planet. Staff are empowered to change the world for the better, challenge convention with compassion and stand up for what they believe to be true.

### Individuals Matter

We are passionate about seeing individuals flourish here. The dignity and wellbeing of individuals is important as are their opinions and views. We are committed to working globally to ensure equality and justice for all. Everyone is welcome here. Staff and students will learn to value and appreciate others, whoever they are and whatever their background. You will be listened to; your opinions count. Together, we will be supported and challenged to reach our full potential. Our staff and students are nurtured to embrace equality, diversity and inclusivity to the full. Staff and students are supported to fight for integrity and justice in a world of compromises and prejudice.

## **Spirituality**

We celebrate our Anglican Christian foundation and welcome people of all faiths and none. We believe that everyone expresses their spirituality through a unique collage of values, disciplines and practices. Working and studying here will give you a chance to experience and reflect on the creativity, beauty and compassion in life – together, we aim to explore the mystery of life and grow in wisdom and love. Our passion is to see staff and students grow as a whole person. It is safe to try new things here, to stand up for what you believe in. You will be supported to engage with the big and deep questions of life, to bring about change and really make a difference. We seek to challenge and develop staff and students' thinking, enabling them to develop in wisdom for a fulfilling life as well as the knowledge they need for a successful career. Our staff and students will have the resilience and resourcefulness to seize the opportunities and face the challenges of life.

## **Mission Statement:**

'To educate, to advance knowledge and to serve the common good'

## **The University vision:**

The University of Winchester is a university on a human scale, with a principal emphasis on the personal creativity and development of its students and its staff.

Through its teaching, research and professional practice, the University will be an outward facing and permeable organisation, welcoming outside influences and fully engaging with society locally and regionally, nationally and internationally. It will provide a high-quality university education, responsive to the intellectual, personal and professional needs of its members and the wider community.

The University seeks to serve the spiritual and ethical needs of its students, building moral and global awareness. Our Church foundation is reflected also in strong support offered to students from backgrounds not traditionally associated with higher education. The University will ensure that its courses are accessible to all those who have the potential to benefit from them, regardless of their social, economic, ethnic or religious background.

As a twenty-first century institution which provides a progressive and challenging higher education experience and which forms a crucible for the generation and transfer of knowledge, we have high expectations of both staff and students. The professionalism of staff is reflected in integrity, objectivity and competence. Students' time at the University will provide them with a justified confidence in their abilities and the strength to stand up for what they believe to be true.