



WINCHESTER  
COLLEGE



# PAINTER & DECORATOR

CANDIDATE INFORMATION PACK



CLOSING DATE FOR APPLICATIONS 02 04 26

Early applications are encouraged, and the school reserves the right to close the application process early should a suitable candidate be found.

# PART ONE

## ABOUT THE ROLE

Winchester College has an exciting opportunity to appoint a Painter & Decorator starting as soon as possible.

The school has in its care an extraordinary range of buildings from chapels and classrooms to a swimming pool and science laboratories; from the fourteenth century to the twenty-first. The list currently embraces 11 Boarding Houses and over 100 staff houses.

This built environment is maintained and improved by the Works Department under the direction of the Estate Bursar, who also manages the capital projects. The Works Department has staff of around 30 operatives and is supported by various office staff.

The department operates out of a new purpose-built facility in Norman Road.



# PART TWO

## RESPONSIBILITIES OF THE PAINTER & DECORATOR

### Key Responsibilities

- To carry out all aspects of painting & decorating work on the College's varied building stock as part of an in-house multi-disciplined maintenance team.
- The postholder will carry all aspects of painting & decorating work on refurbishment, cyclical maintenance projects and day-to-day re-active works all under the supervision of a Supervisor/Manager.
- The Painter and Decorator will be responsible for preparing, finishing, and maintaining internal and external surfaces to a high standard. The role will ensure that all works to the various college building are completed safely, efficiently, and with excellent attention to detail.

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### Reporting Lines

This role will report to the Works Project Manager



# PART THREE

## PERSON SPECIFICATION AND KEY QUALITIES

### Professional Experience

- Experience will be by qualification or time served or a combination of both. Specific experience with listed buildings and traditional skills is advantageous, but not essential.
- Must be an experienced Painter & Decorator who will be able to work unsupervised as well as within a team.

### Personal Attributes

- Strong knowledge of painting techniques, materials, and surface preparation.
- Ability to read and interpret drawings or specifications.
- Good colour vision and attention to detail.
- Competent in wallpapering and specialist finishes (e.g., glossing, spraying, textured coatings).
- Be committed to promoting and embedding an inclusive culture, with equality of opportunity for all.
- A welcoming and friendly demeanour for all visitors to the College.



# PART FOUR

## BENEFITS, TERMS AND CONDITIONS AND APPLICATION

### Start Date

Flexible start date for the right candidate with preference for commencement as soon as possible.

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### Hours of Work

This is a full-time role, **40 hours per week**, and such other hours as are reasonably necessary to meet the needs of the College and the demands of the role.

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### Salary

£32,824.00 (gross) per annum. Paid in arrears, to a nominated bank account in 12 equal payments.

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### Induction and Continuous Training and Development

The school is fully committed to the induction, training and development of all our staff, with staff supported to grow and reach their full potential.

We deliver a range of training, run by both our own staff and external providers, varying from highly practical First Aid courses to seminars and learning lunches on many aspects of teaching and learning.

There is an annual cycle of appraisal offering the opportunity to reflect on professional practice and development opportunities.

The school also offers a wide range of apprenticeships supporting staff development and progression.

## Pension and Life Cover

On employment, employees will be auto-enrolled into the College's pension scheme according to legislative thresholds. Those who are not eligible for auto-enrolment may still elect to join the College's pension scheme.

Initially, when joining the College's pension scheme, employees will become a member of the College's Group Personal Pension Plan (GPP). For this Plan, known as Tier 1, the employee contributes 4% and the employer 3%.

After 9 month's membership of the Tier 1 plan, employees may opt to join Tier 2, which is also a GPP, where the employee contributes 5% and the employer 9%.

Employees in Tier 1 automatically qualify for a Life Cover of 2 times salary. On entry to Tier 2, Life Cover changes to 4 times salary.

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## Annual Leave

The College leave year runs from 1 September to 31 August. This position will be entitled to 28 days holiday annually, which includes the usual Public Bank Holidays. Any Public Bank Holiday occurring during term time is deemed to be a normal working day. All leave must be taken by prior arrangement and must be taken outside of the school's term times.

Subject to the discretion of the school's Bursar, a gift may also be given of extra time off during the Christmas period.

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## Wider Benefits

- Free staff lunches during term time.
- Free use of some sports facilities and discounted hire charges for others
- Tour of the College, with discounted rates available for booking venues within the school's grounds for hospitality events.
- Cycle to work scheme.
- Free access to an ongoing cycle of cultural, musical, theatrical and sporting talks and events.
- Employee Referral Scheme, with a reward of up to £250 for staff (subject to scheme conditions).
- Free Library membership with access to a range of online journals and magazines.
- Reduced green fee rates for local golf course.

## Probation, Notice Periods

The first **six months** of employment will be a probationary period. Regular reviews with line managers take place over the probationary period with the opportunity to discuss progress, identify any areas for action and ensure that there is appropriate guidance and support in place to enable successful completion of the probationary period.

During the probationary period, the notice required by either party to terminate employment will be one week. Once employment is confirmed, the notice period will be one month.

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## Disclosure Check

As Winchester College is an educational establishment, a condition of employment will be that the successful candidate must consent to the school obtaining an Enhanced Level Disclosure Check through the Disclosure and Barring Service (DBS). This will reveal all spent and unspent convictions, warnings, cautions and bind-overs. A policy on the recruitment of ex-offenders is available on the school's website.

Safeguarding is one of the primary responsibilities of this role. The jobholder is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact with, and will need to adhere to and ensure compliance with the school's **Child Protection and Safeguarding Policy** at all times. The postholder should be conversant with the responsibilities and procedures detailed in this policy and with the **Department for Education's Keeping Children Safe in Education**. If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's Designated Safeguarding Lead, or in their absence, the Deputy Designated Safeguarding Leads.

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## References and Other Pre-employment Checks

The appointment will be dependent upon the receipt of a successful medical check and satisfactory references. The College will usually seek references from shortlisted candidates before interview and may approach previous employers for information to verify particular experience or qualifications. At least one referee must be the current or most recent employer. Where applicants are not currently working with children but have done so in the past, one referee must be the person by whom they were most recently employed when working with children.



## HOW TO APPLY

Only applications completed on the school website will be accepted. Please attach a full CV with your application.

Please note that applications will be dealt with as they arrive. Winchester College reserves the right to appoint before the deadline passes.

**Closing date for applications: Midnight on Thursday 2<sup>nd</sup> April 2026**  
**Interviews are expected to be held during week beginning 6 April 2026**

If you have any questions about this vacancy or the recruitment process, please email [recruitment@wincoll.ac.uk](mailto:recruitment@wincoll.ac.uk).

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## APPLY HERE

### Diversity and Inclusion

We embrace diversity and inclusion in the workplace and are committed to promoting a fair and supportive environment for all our employees. We are keen to welcome applications from all applicants that feel that they meet the requirements of the role, regardless of their background and culture.

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### Data Protection

Winchester College collects and processes relevant personal data as part of its everyday operations and is obliged to process it in accordance with the General Data Protection Regulation and Data Act 2018. The school is the Data Controller of this data under the Act and is registered with the Information Commissioner's Office. Its registration number is Z5751669.

If you have any queries or comments about this policy or how personal data is processed by the school, please contact the Bursar and his team by emailing: [dataprotection@wincoll.ac.uk](mailto:dataprotection@wincoll.ac.uk) or by writing to: Data Protection, The Bursary, Winchester College, College Street, Winchester, SO23 9NA.



# PART FIVE

## ABOUT WINCHESTER COLLEGE

For nearly 650 years Wykehamists have been taught and nurtured in an atmosphere of intellectual inquiry and academic excellence. In every generation it has helped them leave the college with confidence and curiosity, ready to make their mark upon society. We deliberately give our pupils time, space and freedom to develop their thoughts for themselves.

A large, full boarding school, Winchester is in the process of expanding pupil numbers and transitioning to co-education in the Sixth Form, with the transition expected to be complete by 2029. In 2025, Winchester merged with The Pilgrims' School, one of the leading academic prep schools for boys with a particularly strong musical tradition founded on its unique status as a double choir school.

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Find out more

**WHY WINCHESTER COLLEGE?** 

**EMPLOYMENT** 

A photograph of a group of students in a classroom, likely during a lesson or presentation. The students are wearing dark blue or black blazers over white shirts. They are looking upwards and to the right, holding papers or books. The background is slightly blurred, showing a classroom setting with a window and some lights. The text "ORIGINAL THINKING SINCE 1382" is overlaid in white, serif font in the lower center of the image.

ORIGINAL  
THINKING

SINCE 1382

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[www.winchestercollege.org](http://www.winchestercollege.org)

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