Job Description

Job Title	Painter and Decorator
Reports To:	Painting and Decorating Supervisor Facilities Manager

Job Purpose

To support the Facilities Management Department in delivering outstanding facilities for all students and stakeholders.

The post holder will be responsible for fully supporting all areas of the Facilities Management department, reporting daily to the Maintenance Foreman with a primary objective of carrying out painting and decoration maintenance across the School site. The role may also include minor construction projects, ensuring that all work undertaken is completed to a high standard with due regard to quality, productivity and safety.

To carry out Facilities Management specified services to the standard and level detailed in the Facilities Management Operational Policy and Service Level Agreement.

Key Duties and Responsibilities

- Ensure that all Health and Safety issues / defects are dealt with in a prompt manner either by making safe or permanent rectification.
- Deal with all reported defects, via the Facilities Management Helpdesk.
- To undertake decoration work to the full range of School buildings – boarding and staff accommodation and offices, both internally and externally, involving painting, paperhanging and associated specialist coatings.
- To undertake all decoration work on maintenance and refurbishment projects.
- Assist maintenance staff in other maintenance tasks as required.
- Provide accurate records of maintenance and checks to the Facilities Management Department and report any faults for further action.
- Carry out any other reasonable Facilities Department duties as required by the Facilities Manager, Bursar, Senior Leadership Team, or the School's Operations Team.
- Undertake relevant training and updates as required to keep up to date with current legislation.
- Undertake such reasonable duties as requested by your Line Manager, Principal or Senior Leadership Team.

Person Specification

Essential Experience, Skills and Qualifications

- Effective communicator
- Basic IT skills
- Experience in painting and decorating role, including NVQ Level 2 or equivalent

Desirable Experience/Skills

- Previous experience of working in a School environment
- Experience of working in a customer facing role

Personal Attributes

- Ability to work to tight and ever-changing deadlines according to the business need
- Able to use initiative and prioritise
- An excellent team player but equally able to work alone
- High level of integrity
- Willingness and ability to work flexible hours as required (including, evening and weekend work)

Health & Safety
Personally responsible for the health, safety and welfare of all staff and students that may be affected by the postholder's acts and/or omissions.

Equal Opportunities
Personally responsible for equal opportunities awareness and ensuring that the postholder is aware of, and carries out, the provisions contained in the Equal Opportunities policy.

Safeguarding Children
To be responsible for safeguarding and promoting the welfare of children and young people.

The post holder must be aware of and comply with all School policies and procedures.

The School is committed to safeguarding and promoting the welfare of all our students. You are advised that this post is subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 and therefore this post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service (DBS).

Please be aware that schools are also required to undertake online recruitment checks on shortlisted candidates under changes to Keeping Children Safe in Education.