**JOB DESCRIPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title:** | Apprentice Painter/Decorator | **Department:** | Estates |
| **Hours of Work:** | 8:00 – 16:00 Monday to Friday, 52 weeks per year | | |
| **Responsible To:** | Estates Manager and the Supervisor | **Responsible For:** | N/A |

**Summary of Role:**

The Apprentice Painter/Decorator will be responsible for all painting and decorating work across the school as well as general maintenance work as and when required by the Estate Manager/ Supervisor.

**Specific Responsibilities:**

1. To undertake painting and decorating as requested, working at height when necessary.
2. Undertake general repairs across the school as requested.
3. Undertake painting work to a safe, clean, and high-quality standard.
4. To undertake service desk repairs including:

* Carpentry, repair, and maintenance of doors.
* Fixtures and fittings.

1. Be willing to undertake all and any other maintenance duties including stock control within the post holder’s skill set and with appropriate supervision when necessary, as and when requested by the Estates Manager or Supervisor.
2. Be willing to work on small and major projects as necessary.
3. Ensuring college course attendance is 100% and any absence is communicated to both the School and College.

**PERSON SPECIFICATION**

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| **Operational Excellence** |  |
| * Excellent workmanship skills producing work to a high standard with attention to detail. * Good painting and decorating skills. * Basic knowledge of plumbing, carpentry and electrical. * Strong awareness of Health and Safety. * Awareness of asbestos. * Be practical and resourceful and be able to take the initiative as necessary. * Fluent and accurate written and spoken English. * Basic IT skills. * Full Clean Driving Licence | * Experience of working in a School. |
| **Personal Behaviours** |  |
| * Team player and willing to assist across all aspects of maintenance as and when required. * Ability to organise and prioritise workload. * Have good interpersonal skills and the capability to mix easily with and maintain harmonious relations with all members of staff. * Capable of working without supervision with energy and enthusiasm. * Contribute to the maintenance of a positive and supportive work culture. * Be self-motivated, enthusiastic and committed to supporting the School. | * Willing to be trained and developed in all aspects of maintenance. |
| **Ethos and Whole School Values** |  |
| * Committed to operating as part of the School community. * Committed to the Sacred Heart Values. * Committed to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care. |  |
| **Safeguarding and Pastoral** |  |
| * Committed to safeguarding and promoting the welfare of children and young people. * A satisfactory Enhanced Disclosure from the DBS. |  |

**Terms and Benefits**

* **Start Date:** As soon as possible
* **Working hours**.  37.5 hours per week Monday to Friday 52 weeks per annum.
* **Salary**.  £11,992 per annum
* **Holiday**.  The holiday entitlement is 5 weeks per year plus public holidays (pro rata).  It is expected that holiday will normally be taken in school holidays.
* **Pension.** Upon meeting the specified criteria, you will be auto enrolled into the School’s pension scheme, which includes life assurance.
* **Lunch.** A free meal is available in the dining room each working day when the kitchens are open, when on duty.
* **Parking.** There is free parking on site.
* **Gym and Pool.** There are staff sessions for use of these facilities.
* **Fees.** School fees remission for dependants of the job holder attending the school. If not already at the school, any child would have to meet all of the normal entrance requirements.