**JOB DESCRIPTION**

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| **Job Title:** | Painter/Decorator | **Department:** | Estates |
| **Hours of Work:** | 8:00 – 16:30 Monday to Friday, 52 weeks per year | | |
| **Responsible To:** | Estates Manager | **Responsible For:** | N/A |

**Summary of Role:**

Working within the highly skilled maintenance team, the Painter/Decorator role will undertake both responsive and planned painting and decorating works across the school, to a very high standard. The role may also involve some general maintenance support as and when required.

You will have contact with all levels of staff including senior management, pupils, visitors, contractors, and suppliers. A good level of communication and approachability is considered a key characteristic along with the trade skills required to work within the team.

**Specific Responsibilities:**

1. Communicate planned works in advance to affected staff and or/residents.
2. Undertake painting and decorating as requested to a high-quality standard in a timely manner.
3. Prepare a range of surfaces and apply a range of finishes in response to the specifications of a job, paying close attention to detail to create a quality end product.
4. Work on a wide variety of surfaces, including metal, wood, and plaster; incorporating numerous materials, such as paint, varnish, and wallpaper.
5. Work will be both internal and external and will involve some high-level work, experience with scaffold towers and access equipment is an advantage.
6. Adhering to site rules and ensuring health and safety for self, pupils, staff and visitors for every job.
7. Proactively identify areas around the site that require painting and decorating.
8. Provide general maintenance support and any other reasonable duties as directed by the Estates Manager/Head of Operations.

**PERSON SPECIFICATION**

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| **Essential** | **Desirable** |
| **Operational Excellence** |  |
| * Excellent painting and decorating Skills. * Strong awareness of Health and Safety. * Basic IT skills. * Full clean driving license. * Good written and verbal communication skills. | * Experience in schools. * Trained to NVQ level 2. * Knowledge and experience of access equipment. |
| **Personal Behaviours** |  |
| * Self-motivated and approachable. * Team player and willing to assist across all aspects of maintenance as and when required. * Ability to organise and prioritise workload. * Flexible approach to the working week so jobs can fit best to the staff and pupils on site for example working on a Saturday and having a Monday off if required. * Capable of working without supervision. | * 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. * Supports the School 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**.  40 hours per week Monday to Friday 52 weeks per annum.
* **Salary**.  £22,000 to £26,000 per annum dependant on skills and experience.
* **Holiday**.  The holiday entitlement is 5 weeks per year plus public holidays.  It is expected that holiday will normally be taken throughout the year and during quieter periods.
* **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.