



# JOB DESCRIPTION

## POSITION: Painter / Decorator

### JOB OVERVIEW

#### Summary of role

The role of the Painter / Decorator is to maintain and preserve the appearance of the school site including all buildings and outbuildings. As directed to paint and decorate using, paints and wallpapers and other decorative and protective finishes to a wide range of surfaces around the school site. Duties include preparing surfaces, mixing and applying paints and supervising painting projects internal and external. To complete refurbishments and project work to various parts to the School working independently or as part of a team to help achieve the overall aims of the School.

Our maintenance work is a mix of planned and unplanned work, and we sometimes have to change what we are doing at short notice, to respond to weather related issues for example, to make sure that the School is able to continue to teach and support our children.

Reports to: Estates Manager

Reports in:

KEY TASKS	Duties and Responsibilities
	<ul style="list-style-type: none"> <li>• Preparing painting surfaces, including removing old paint, filling holes and cracks and washing walls</li> <li>• Preparing the surrounding area, including covering fixtures and furniture to prevent messes</li> <li>• Choosing the tools to complete the job</li> <li>• Mixing and matching paints and colours to meet the texture and look required for the project</li> <li>• Applying paint, varnishing and other finishes, hanging wallpapers and other decorative products</li> <li>• Cleaning up painting tools and supplies, replacing fixtures and rearranging furniture after completing the project</li> <li>• Collaborating with contractors on other larger jobs if needed</li> <li>• Working with other construction professionals such as, carpenters, electricians and plumbers when necessary</li> <li>• Working to ensure all work is completed according to the requirements</li> <li>• Measuring the work area to calculate the time and materials required to complete the project</li> </ul>
	<b>Resources</b>
	<ul style="list-style-type: none"> <li>• Operate relevant equipment safely.</li> <li>• Maintain tidy and organised workspaces and storage areas.</li> <li>• Check equipment / machinery used and ensure health and safety guidelines are adhered to.</li> <li>• Provide support to staff as requested and in accordance with own training / skill parameters.</li> </ul>
	<b>Security</b>

	<ul style="list-style-type: none"> <li>Take all necessary steps to ensure the security of the buildings, stores, office space and other resources either belonging to or under the control of Rookwood School.</li> </ul>
	<p><b>General</b></p> <ul style="list-style-type: none"> <li>Contribute to the overall development of Rookwood School strategies and plans.</li> <li>Ensure the values of participation, partnership, sustainability, social responsibility, cost effectiveness, transparency and accountability are reflected in your work.</li> <li>Attend meetings, conferences and training courses as requested.</li> <li>The post holder is required to undertake these duties in compliance with all company policies.</li> <li>Undertake any other responsibilities as may reasonably be required from time to time.</li> <li>To assist in other units as may be required in an emergency – such as out of hours call outs or assistance in the opening or closing of the school buildings.</li> </ul>
	<p><b>Health and Safety</b></p> <ul style="list-style-type: none"> <li>Comply with all health and safety requirements when using tools and equipment, with particular focus on risk assessment and looking after the needs of our children whilst work is being carried out such as trip hazards, sharp objects, debris, dust and wet paint.</li> <li>Be a role model to our pupils in the appropriate use of PPE and follow Risk Assessment guidelines.</li> <li>To promote and safeguard the welfare of our children with whom you come into contact and adhere to the school’s safeguarding requirements;</li> </ul>
	<p><b>Other Duties</b></p> <ul style="list-style-type: none"> <li>To contribute to the life of the school through participation in meetings and after school activities such as sports, culture or arts events</li> <li>Undertake any other responsibilities as may reasonably be required from time to time.</li> </ul>

Person Specification		
	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>GCSE qualification</li> <li>Driving Licence</li> </ul>	<ul style="list-style-type: none"> <li>Higher education college course in Painting and decorating.</li> <li>Painter intermediate apprenticeship.</li> <li>Level 2 or Level 3 Diploma in Painting</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience in using a range of painting and decorating techniques.</li> <li>Experience in estimating for projects</li> <li>Residential or commercial painting experience</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience within an educational setting would be advantageous.</li> <li>Experience in more than one trade</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>Working knowledge of painting and decorative techniques</li> <li>Good maths skills to calculate work surface and materials</li> </ul>	<ul style="list-style-type: none"> <li>Current Health &amp; Safety Legislation</li> <li>Ability to trouble shoot and resolve issues</li> <li>Attention to detail</li> <li>Accurate record keeping</li> </ul>
Attributes	<ul style="list-style-type: none"> <li>Thoroughness and attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>Innovative</li> <li>Excellent balance and manual dexterity</li> <li>Willingness to go the extra mile.</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience with using painting and decorating tools such as brushes, spray guns and hand scrapers</li> </ul>	<ul style="list-style-type: none"> <li>• Ability/availability to work additional hours on an ad hoc basis if required.</li> <li>• Weekend working with notice if required.</li> </ul>
Personal Qualities	<input type="checkbox"/> Be an effective team player that works collaboratively and effectively with others <input type="checkbox"/> Excellent interpersonal skills, communicating (verbally and in-writing) effectively to a wide-range of audiences <input type="checkbox"/> Support, motivate and inspire both colleagues and pupils by leading through example <input type="checkbox"/> Suitability to work with children <input type="checkbox"/> Confidence, warmth, sensitivity, reliability and enthusiasm	
<b>Equal Opportunities and Commitment</b>	Commitment to equality of opportunity for all regardless of gender, disability, religion, and ethnic origin  <b>Demonstrate a commitment to:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> safeguarding and child protection equalities</li> <li><input type="checkbox"/> promoting the school's vision, values and ethos</li> <li><input type="checkbox"/> high quality, stimulating learning environment</li> <li><input type="checkbox"/> relating positively to and showing respect for all members of the school and wider community</li> <li><input type="checkbox"/> ongoing relevant professional self-development</li> </ul>	

<p>I have read and understood the responsibilities for the position of Painter / Decorator. I am aware that the Job Description is subject to change accordance with the needs of the business.</p>			
<b>Name:</b>			
<b>Signed:</b>		<b>Date:</b>	

Inspired Learning Group committed to safeguarding and promoting the welfare of children & young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, as all new staff will be subject to enhanced DBS clearance, identity checks, qualification checks and employment checks to include an exploration of any gaps within employment, two satisfactory references and registration with the Disclosure and Barring Service (DBS).