



Job Description

Job Title:	Painter and Decorator
Department:	Estates
Responsible to:	Maintenance Supervisor
Last reviewed:	November 2023

Job Outline:

The primary objective of this role is the preparation, painting or decoration of all types of surfaces (new or old, internal or external) to provide quality finishes to all areas of the School, as directed by the Maintenance Supervisor. In addition, the post-holder will be required to follow practices and procedures as agreed by the Estate Director.

The duties of this post will include lifting and manual handling; therefore, the post-holder should be familiar with the procedures required for these areas. The post-holder may also be required to undertake overtime in the evenings or at weekends as reasonably requested.

Purpose

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role. This job description will be reviewed annually as part of the School's annual performance review process.

Duties:

- To prepare areas, as required, to allow works to proceed safely and without damage.
- The erecting or fixing of secure access systems, furniture removal and the laying of protective coverings.
- To strip all surfaces to provide a suitable base on which to decorate.
- To prepare and make good all surfaces prior to decorating, e.g., filling cracks and repairing timber with approved fillers.
- To carry out repairs to small areas of glazing as directed.
- To decorate all surfaces with the appropriate finish.
- To remove ironmongery, as authorised, and to replace with the same or with an approved replacement.
- To maintain a safe site and to provide sufficient and appropriate signs to warn of hazards, i.e., when people are working overhead or there is wet paint.
- To ensure that, at all times, materials used (paints, thinners, etc.) are cleared from sites and do not compromise the safety of the post-holder and others.
- To maintain appropriate, accurate and up to date records.
- To carry out repairs/replacements, as directed, in order to complete any works, e.g., replacing/refixing tiles, furniture, panels, curtains and tracking, floor coverings, etc.

Other Requirements

Safeguarding and Child Protection

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

Health and Safety

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

Equality and Diversity

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

Code of Conduct

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

Data Protection

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

Painter and Decorator Person Specification

	Essential	Desirable
Qualifications		
Good general level of education (to GCSE level or equivalent)	✓	
Full driving licence	✓	
City & Guilds NVQ Level 2 or Level 3 or equivalent and relevant	✓	
Knowledge, Skills and Experience		
To be thorough and pay attention to detail	✓	
Excellent organisational and time management skills	✓	
Good literacy and numeracy skills	✓	
Experience of working with a variety of building materials	✓	
Experience of using all different types of brushes, rollers, or spraying equipment	✓	
Experience of applying primers, undercoats, varnishes, glazers and wallpapering	✓	
Excellent customer service skills	✓	
Good understanding of working in a school and residential environment		✓
Personal Attributes		
Ability to work to deadlines and under pressure	✓	
Ability to work unsupervised and use own initiative	✓	
Willingness to work flexibly when required, and the ability to adapt to the needs of the role	✓	
Enthusiastic with the ability to learn	✓	
Conscientious, trustworthy and reliable	✓	