JOB DESCRIPTION

Job Title: Painter & Decorator / Handyperson

Responsible to: Head of Buildings and Maintenance

Role: To support the Head of Buildings and Maintenance in providing a high standard of décor and high standard of service regarding repairs to the fabric of the College buildings, and at all times complying with established procedures for standards of work and health and safety working practices.

Liaising with: You will need to work closely with all members of the Maintenance Department. It will be necessary to build good working relationships and have effective communication with all college staff. You will also have contact with the Master, Bursar, Fellows, Staff, Students and external contacts.

Key responsibilities:
- Preparation and protection of surfaces and furniture from start to finish for all tasks.
- Painting of timber, masonry and metal structures, fixtures and fittings.
- Wallpaper hanging on ceilings and walls.
- Basic carpentry and joinery.
- Basic plastering and filling.
• To undertake training as required to perform duties within the role, including health and safety courses.
• To assist other College staff in furniture removal and general manual handling tasks.
• To undertake and assist in any other tasks as instructed by the Head of Buildings and Maintenance within the overall function, commensurate with the grading and level of the job.
• It is possible these duties will change over time due to organisational need and the jobholder will be expected to co-operate where such changes are reasonable.

Health and Safety Considerations:
Members of the maintenance department are required at all times to:

• Follow health and safety procedures of the College and those specific to the Maintenance Department.
• Ensure that all tools used are cleaned and put away in the correct and safe place. Tools must not be left around College properties.
• Wear appropriate Personal Protective Equipment (PPE) for tasks as necessary and as determined by the Head of Buildings and Maintenance.
• Report any potential hazards around the College to the Head of Buildings and Maintenance.
• Report any faulty PPE to the Head of Buildings and Maintenance.

PAINTER & DECORATOR / HANDYPERSON: PERSON SPECIFICATION

Essential skills and experience:
• Knowledge of properties of paints and other coating products for internal and external use
• Manual skills for using painting tools
• Excellent knowledge of paint application techniques
• Ability to work at heights
• Self-motivated, with the ability to work without supervision, and a tolerance of dealing with routine problems.
• Ability to work well under pressure.
• Attention to detail to ensure all tasks are completed, deadlines are meet in a timely manner.
• Ability to provide practical solutions to problems.
• Good timekeeping.
• Ability and willingness to learn new skills and undertake any training deemed relevant to the post.

Desirable skills and experience:
• Previous experience of working in a maintenance department or building trade, e.g. familiarity with maintenance terminology and health and safety issues.
• Previous experience of working in an educational environment or housing association.
• A willingness to continue personal development.