



## JOB DESCRIPTION

<b>Post:</b>	College Based Painter and Decorator
<b>Responsible to:</b>	Head of Estates
<b>Salary:</b>	£31,590 - £35,711 per annum Support Staff Salary Scale Point 32-36 Full Time, 52 Weeks
<b>Conditions of Service:</b>	Truro and Penwith College conditions of service.
<b>Main Purpose of Job:</b>	Under the overall direction of the Head of Estates to be responsible as required for maintaining and undertaking general painting and decorating repairs across the College sites.
<b>Specific Duties:</b>	<p>The primary duty is to respond to painter and decorator general building maintenance related defect reports as required; carrying out initial investigation and carry out repairs/works.</p> <p>Undertaking technical and practical work tasks associated with the operation and maintenance of the internal and external fabric, fixtures and fittings of the buildings.</p> <p>Preparation of internal and external paint surfaces, inclusive of washing down, paint stripping, filling and sanding.</p> <p>Removal of fixtures and fittings to facilitate decoration. Reaffix on completion.</p> <p>Room clearance, manoeuvring of heavy items of furniture and equipment. Sheeting over to protect surfaces, equipment, goods and furniture.</p> <p>Application of various paint coatings and stains, some of which are specialist by nature, using brush, roller and spray techniques, including Porta Flex.</p> <p>Preparation of internal wall papered surfaces and application of various paper finishes,</p>

inclusive of wide roll vinyl based decorative coverings.

Preparation of dry lining finishes and coatings, including joint filling and taping for direct decoration to plaster boarding.

Carry out minor plasterwork repairs.

Application of fibre glass wall coatings.

Application of textured paint coatings to internal walls and ceilings and external rendered coatings.

Application of specialist paint finishes to external metal work, inclusive of rust treatments, aluminium coatings, and epoxy-based finishes.

Application of specialist floor coatings.  
Re-glazing operations and making good putty, mastics and glazing compounds when painting or undertaking repair work.

Ensure safe storage of materials, tools and equipment in accordance with COSHH and departmental rules.

Ensuring all work is carried out with due regard to the health and Safety at Work Act, the College Health & Safety Policy and all relevant current health and safety legislation.

Undertaking checks and testing in accordance with relevant legislation and keep appropriate records.

Monitoring, and keeping up to date, the maintenance ticketing system, taking ownership for relevant job tickets and undertaking works within specified time frames.

Working from ladders, steps and scaffolds as required.

To maintain accurate records of all maintenance, servicing schedules, repairs and replacements.

To take responsibility for all nominated painter and decorator PPM work.



To maintain personal tools and equipment and assist with the maintenance of the inventory of tools and equipment.

Ensure safe and efficient use of all machinery, materials and tools used in connection with job role and follow safe working practices at all times.

Responsible for identifying and requesting correct and appropriate materials to enable the cost-effective repair of a wide range of building fabric and finishes.

Work with a wide range of chemicals including solvents, adhesives, lubricants, preservatives etc, applying the guidance contained within the relevant COSHH data sheets.

The College Painter and Decorator will be expected to deal with emergencies on a call out basis for which an additional payment/time off in lieu may be made.

Assist other members of the department with a wide variety of general maintenance and minor repair work (within their capabilities) as instructed by the Head of Estates.

### **General Requirements:**

As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed.

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high-quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and



diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

## PERSON SPECIFICATION

### COLLEGE BASED PAINTER AND DECORATOR

Ideally, the person appointed will have the following skills and experience:

- City and Guilds NVQ Level 3 or equivalent trade qualification in painting and decorating.
- Experience of managing or supervising a small multi-discipline works.
- A general understanding of the controls systems for a BMS system.
- Good all-round knowledge of painting & decorating.
- Technical skills to carry out duties to a satisfactory standard and an acceptable level of productivity.
- Good communication skills, with the ability to relate well with Senior Members, Staff, Students, Contractors and Suppliers.
- Good IT skills.
- Good listening skills as well as verbal and written communication skills using a variety of communication methods. (face-to-face, telephone, letters, reports).
- Good interpersonal skills and to enable effective translation of problems into practical solutions.
- Must be able to work in remote and confined spaces, such as attics and plantrooms, to work on ladders, portable tower and fixed scaffolding.
- Ability to work as part of a team and independently.
- Ability and willingness to learn new skills.
- Willingness to assist other trades within the team to achieve targets.
- Flexible approach to working hours and duties is essential.
- Possession of a valid driving licence.

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list, you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.