Position description

Title: Apprentice Painter & Decorator

Reporting to: Maintenance & Contracts Manager

Grade: Apprentice

Salary: In line with National Apprentice Wage. On completion of the 1st year including passing day release training then for year 2, salary will increase in line with applicable National Minimum Wage. 37.5 hours week, Monday to Friday 8.00am - 4.30pm. Fixed 24 month contract.

Location: Girton College, and all outstations including Wolfson court.

Purpose of Job: To work as part of a busy Maintenance team of skilled craftspeople providing maintenance services to the college buildings and properties.

Support the College Maintenance Department in the provision of maintaining interior and exterior painting and decorating duties.

Assist with ensuring the College is well presented, looking clean and tidy to the highest standard. To carry out any tasks within the job holders skill and ability.

Job Description:

Specific maintenance duties will include:

- Study and complete the Level 2 Apprenticeship in Painting and Decorating within the dedicated time frame
- Attend all external training as required
- Complete all necessary paperwork for NVQ/College/apprenticeship to acceptable standard
- Work with the Maintenance Department in assessing decoration and finishes throughout the College
- Prepare surfaces and undertake minor repairs and filling in preparation for redecoration to both internal and external surfaces
- Clean, maintain and use safely all equipment and tools in association with decoration and finishes
- Undertake the application of all types of paints, preservatives, varnishes and stains to a full variety of surfaces
- Assist and undertake the hanging of wallpapers and other decorations on internal walls
- With training work confidently on all access systems including ladders, steps and portable towers and scaffolding
- Assist with other trades and at times cross over skills
- Assist with the movement of stores and materials
- Assist with the tasks involved in cleaning/clearing
- Assist other college departments when directed by the Maintenance & Contracts Manager
- Any other reasonable ad-hoc duties as requested.

Health and Safety Requirements:

All members of the maintenance staff should, at all times:

- Apply health and safety regulations and policies as appropriate and to maintain a safe working environment at all times.
- Follow all relevant COSHH information to include reading and understanding the product safety data sheets, and take the appropriate action.
- Follow health and safety procedures (and risk assessments / method statements) of the College and those specific to the Maintenance Department.
- Ensure that all tools are cleaned and put away in their correct and safe place.
- Use appropriate Personal Protective Equipment (PPE) for tasks as necessary and as determined by the Mentor/Maintenance & Contracts Manager and/or Deputy
- Report any faulty PPE to the Mentor/ Maintenance & Contracts Manager and/or Deputy.
- Report any potential hazards around the College to the Mentor/Maintenance & Contracts Manager / Deputy

Other:

- To attend all team meetings and any training nominated for you.
- To assist in the Girton college work order process including accounting for time and materials used.

The above is not an exhaustive list and you may be expected to undertake other related duties as required by the Mentor / Maintenance & Contracts Manager / Deputy.

Essential Skills:

- **A recognised NVQ level 1 qualification in Painting & Decorating** (or equivalent which provides eligibility to start NVQ level 2)
- Must be able to work in remote and confined spaces, to work on ladders, portable tower and fixed scaffolding.
- Willingness to attend any necessary training, i.e. External training college day release
- Good communication skills, with the ability to relate well with Senior Members, Staff, Students, Contractors and Suppliers.
- 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.
- Ability to work as part of a team and independently.
- Ability to work to deadline, with changing priorities, and remaining calm under pressure.
- Ability and willingness to learn new skills.

Desirable Skills:

- Knowledge of Building trades.
- Understanding of IT.
- Understanding of Health & Safety legislation including COSHH.
- Understanding of a Grade 2 listed building Environment.

Date: May 2016 SBA