AECC University College

Job Description and Person Specification for: Painter and Decorator	
Department: Facilities and Buildings	**Reports to:** Facilities and Buildings Supervisor
Salary (Band/Annual/Pro rata): Band B	**Responsible for:** Painting and Decorating of the University College buildings
Hours per week/FTE: 1.0 FTE (37.5 hours per week) plus a bolt on of up to 125 hours per annum	**Shift Pattern:** TBA

Job Purpose/Summary:

Responsible for providing a painting and decorating service for the University College this will include carrying out general maintenance and other operations as required for the effective and efficient running of the campus.

Main Responsibilities/Key Tasks:

The post holder will carry out all aspects of painting and decorating internally and externally including the safe use of ladders, scaffolding and hydraulic access equipment for working at height. All maintenance staff are expected to assist in other maintenance activities outside of their main area of expertise to ensure the premises are fit for purpose. Some tasks will require activity loosely described as porterage when required. All maintenance staff are expected to carry out method and risk assessments to ensure safe working in accordance with health & safety legislation.

Key tasks – trade specific

- Identifying, preparing and decorating internal and external elements of the building and grounds, which may include the use of paint, papers and other decorative finishes.
- Identifying maintenance, repairs and new jobs and assisting in the planning of work with the Facilities and Buildings Supervisor
- Assisting the Facilities and Buildings Supervisor in making contact with materials suppliers and if required making contact with and liaising with contractors and ordering materials and supplies.
- Carry out method statements and risk assessments in liaison with the Facilities and Buildings Supervisor

Key tasks - general

- Assist other team members with the day-to-day and planned general and specific maintenance and porterage tasks as required and directed.
- Maintaining and repairing plant and equipment within safe working limits and knowledge and competence.
- Operate plant and equipment in a safe manner.
- Undertaking grounds maintenance, caretaking, porterage and emergency cleaning activity on a rota basis.
- Undertaking occasional security duties outside of hours including emergency call outs (additional payment rates apply).
- Assist the Building Maintenance Supervisor in dealing with fire and security alarms and evacuation events.
- Attending and participating in training events.
- Undertaking any other tasks and duties of similar responsibility and where necessary, deputise for other staff in their absence on holiday or sickness as directed.

Additional Duties

- To demonstrate support for the University College's commitment to equal opportunities and its Dignity, Diversity and Equality Policy.
- To demonstrate support for the University College's Health and Safety Policy ensuring that it is adhered to in the post holder's areas of responsibility.
- To undertake other activities identified from time to time commensurate with the level of the post.
- To demonstrate support for the University College's Safeguarding Policy

Requirement:	**Essential:**	**Desirable:**
Education, Training and Qualifications	▪ Appropriate qualifications are required for this post City and Guilds or NVQ3	
Skills and Knowledge	▪ Good trade skills ▪ Good communication skills	
Experience	▪ Previous site experience	
Personal Attributes	▪ Must be organised, reliable and able to take initiative. ▪ Tact, discretion, and the capacity to work effectively and stay calm under pressure	
Abilities	▪ Ability to organise and prioritise workload to meet deadlines ▪ Ability to work within the budgets set by managers ▪ Ability to work sometimes in isolation but also as part of a team are essential ▪ Ability to work safely to acceptable industry standards ▪ Ability to work independently with a high degree of skill and professionalism ▪ Must generate trust and confidence in staff at all levels	
Other Requirements		

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NB: The purpose of the job description is to indicate the general level of responsibility of the position. The duties may vary from time to time without changing their general character or level of responsibility.

AECC University College is committed to equality of opportunity and welcomes applications from everyone regardless of ethnicity, gender, age, faith or sexual orientation.

If need for action or an opportunity is identified, this must be brought to the attention of the Executive Director of Administration. The Executive Director of Administration will periodically review this job description and modify it to meet the changing demands of the University College and the department
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