



Part A - Grade & Structure Information

Job Family Code	1/20S	Role Title	Estates Painter and Maintenance Apprentice
Grade	P1/2	Reports to (role title)	Estates Decorating Supervisor
JE Band	98-113	School	The Howard Partnership Trust
		Date Role Profile created	February 2020

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. THPT reserves the right to review and amend the job families on a regular basis.

Role Purpose
including key outputs

The Apprentice Estates Painter and Maintenance Operative plays an important supporting role in helping to create safe, welcoming and inspiring learning environments across our Trust. Working as part of our friendly and supportive Estates Mobile Team, you will learn how to assist with a wide range of redecoration, enhancement and maintenance activities that positively impact the daily experience of pupils and staff.

Under the guidance of experienced colleagues, you will develop practical skills in surface preparation and finishing, carry out basic repairs, and support wider estates tasks as required. This role offers hands-on experience across different school sites within Surrey, helping you build confidence working flexibly, safely and professionally while becoming part of a collaborative team that takes pride in high-quality environments.

Full workwear, tools, training and ongoing support will be provided. This apprenticeship is designed to help you grow your skills, knowledge and understanding of estates and maintenance work, while making a visible and positive contribution to our school communities.

THPT Work Context and Generic Responsibilities

Maintain confidentiality in and outside of the workplace. Be pro-active in matters relating to health and safety and report accidents as required.

	<p>Support aims and ethos of the school setting a good example in terms of dress, behaviour, punctuality and behaviour, punctuality and attendance.</p> <p>Uphold and support the School's Policies and procedures on the Safeguarding of young people.</p>
<p>Line management responsibility if applicable</p>	n/a
<p>Budget responsibility if applicable</p>	n/a
<p>Representative Accountabilities Typical accountabilities in roles at this level in this job family</p>	<p><u>Service delivery</u></p> <ul style="list-style-type: none"> • Carry out basic cleaning and cleaning tasks to leave the facility clean and tidy. • Carry out basic repair and/or maintenance duties as instructed. • Collect and use tools and equipment needed for given tasks, check they are safe and fit for use, keep in good condition and return on completion. <p><u>Planning and Organising</u></p> <ul style="list-style-type: none"> • Carrying out simple and repetitive tasks in accordance with defined standards and quality. <p>Work with others</p> <ul style="list-style-type: none"> • Answer simple queries politely and refer others. • Report any problems or incidents, e.g. breakdowns, deficiencies, to supervisor. <p><u>Duties for all</u></p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p> <p>To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
<p>Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics</p>	<ul style="list-style-type: none"> • Basic numeracy and literacy. • Ability to understand basic health and safety and hygiene and other relevant procedures. • Able to operate basic equipment. • Good listening skills and enthusiasm to learn. • Accuracy and ability to follow instructions. • Able to exchange basic information verbally or in writing. • May be required to undertake manual handling and physically demanding work.
<p>Details of the specific qualifications and/or</p>	<p>Requires a working knowledge of IT systems and a willingness to learn and use digital tools aligned to the role, for example</p>

<p>experience if required for the role in line with the above description</p>	<p>using tablets or mobile applications to receive, update and confirm completed jobs.</p> <p>The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).</p> <p>THPT is committed to the safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>
<p>Role Summary</p>	<p>Roles at this level carry out basic preparation, catering, cleaning and maintenance tasks in a defined area using basic tools and equipment in support of the provision of an operational service.</p> <p>Tasks are generally straightforward within established routines and procedures and under regular or direct supervision. Work is typically to short deadlines on a daily basis.</p>