

Queenswood



PERSON SPECIFICATION
AND JOB DESCRIPTION



Maintenance
Operator
(Painter and
Decorator)





JOB DESCRIPTION AND PERSON SPECIFICATION

Job Description

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This role is considered as working with high level safeguarding responsibilities and access to children. Full safeguarding checks will be made on the successful applicant. The post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Job Title: Maintenance Operative (Painter & Decorator)

Reporting to: Head of Facilities and Maintenance

Main Purpose of the role:

To carry out painting and decorating tasks for the general maintenance and improvement of the School's properties and estate. There will be a requirement to contribute to other aspects of the school including more general maintenance duties, security and caretaking as required.

Main responsibilities and duties:

- Undertake a full range of painting and decorating works as required
- To ensure the smooth running of all decorating tasks, internally and externally, throughout the school area.
- To work independently and as part of the wider maintenance team as required.
- To have the ability to:
 - Prepare and paint a full range of finished surfaces
 - Prepare hardwoods and softwoods for decoration
 - Varnish and staining
 - Wallpapering
- To have some knowledge and ability to carry out other trades – minor plumbing and carpentry works is ideal
- To be willing to learn new/old techniques with training as necessary.
- Able to lift and move furniture and equipment (in accordance with Health & Safety procedures)
- Carry out general duties for school functions
- To assist in duties of Caretaking, for example: Assisting with room set ups for events and exams
- To cover for Caretakers during periods of holiday or sickness absence as agreed
- Good understanding of Health & Safety regulations
- The ability to apply regulations such as health & safety, manual handling, COSHH, Legionella etc
- Awareness of school policies and procedures and most importantly the equal opportunities policy, child protection policy and all health & safety related policies
- Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post
- Ability to drive the school van as required
- Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact with
- Any other reasonable duties

PERSON SPECIFICATION

Qualifications

- Full & clean driving licence
- Ideally possess City & Guilds/NVQ Certificates

Experience

- Ideally time served tradesman (Painting & Decorating)
- Experience of providing a calm and courteous service both internally and externally

Skills

- Good communication skills
- Energetic self-initiator
- Good communication, organisation, planning and literacy skills
- Ability to use IT to ensure personal effectiveness – Microsoft Office for emails and calendars
- Ability to prioritise and work flexibly

Personal competencies and qualities

- Commitment to a high standard of results in the work produced
- A positive and willing attitude to work
- Willingness to learn
- High standards of personal and professional integrity

Additional Information

Hours of Work / Holiday

- 39 Hours per week, 52 weeks per year, typically Monday to Thursday 08.00 to 17.00 and Friday 08.00 to 16.00
- 5.6 weeks (28 days) paid annual leave, plus public bank holidays where these fall within your normal working week.
- Authorised overtime hours worked will be paid at the current overtime rate.