

Part A - Grade & Structure Information

Job Family Code	50S	Role Title	Estates Painter and Maintenance Operative
Grade	p5	Reports to (role title)	Estates Decorating Supervisor
JE Band	161-191	School	The Howard Partnership Trust
		Date Role Profile created	March 2026

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	<p>The Estates Painter and Maintenance Operative plays a vital role in creating safe, welcoming and inspiring learning environments across our Trust. Working as part of our friendly and supportive Estates Mobile Team, you will help deliver a wide range of redecoration, enhancement and maintenance projects that directly improve the daily experience of pupils and staff.</p> <p>You will use your skills to prepare and finish surfaces to a high standard, carry out minor repairs, and support wider estates activities as needed. You will travel to different schools within Surrey, working flexibly and independently while also being part of a collaborative team that takes pride in maintaining high-quality spaces.</p> <p>Full workwear, tools and training will be provided, and you'll be supported to develop your skills while making a visible, positive difference across our school communities.</p>
THPT Work Context and Generic Responsibilities	<p>Maintain confidentiality in and outside of the workplace. Be pro-active in matters relating to health and safety and report accidents as required.</p>

	<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>	None
<p>Budget responsibility if applicable</p>	None
<p>Representative Accountabilities Typical accountabilities in roles at this level in this job family</p>	<p><u>Planning & Organising</u></p> <ul style="list-style-type: none"> • Contribute to operational functions by providing practical support and effective organisation of activities. • Assess the range and volume of work to be undertaken for the days ahead and plan to ensure it is completed to time and to an appropriate standard. <p><u>Policy and Compliance</u></p> <ul style="list-style-type: none"> • Adhere to established processes, standards of service delivery and use of equipment to support any associated regulatory or technical compliance requirements. <p><u>People & Partnerships</u></p> <ul style="list-style-type: none"> • Receive and respond to everyday enquiries from customers to provide a timely, courteous and efficient service. • Develop strong relationships with partners and stakeholders to deliver a timely and efficient service. • May supervise and delegate work of the team, escalating performance issues appropriately. <p><u>Resources</u></p> <ul style="list-style-type: none"> • Deliver a range of practical services in support of existing systems or processes to agreed standards, to maximise service quality and continuity. <p><u>Analysis, Reporting & Documentation</u></p> <ul style="list-style-type: none"> • Assist in the delivery of relevant assessments/ investigations. • Ensure information and records are processed and stored to agreed procedures. • Ability to store data and carry out basic analysis. <p><u>Duties for all</u></p> <p>Values: To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. 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. 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"> • Minimum 3 GCSEs at Grade C or above, or equivalent, or able to evidence ability at an equivalent level. • May be required to hold a certificate of competency in a defined area (E.g. First Aid at work) relevant to the role. • May be required to hold practical knowledge or experience relevant to the role. • Ability to work with others to provide excellent customer service. • Good written and oral communication skills with the ability to build sound relationships with staff and customers. • Competent in a range of IT tools. • Able to prioritise and plan own workload in the context of conflicting priorities. • Ability to guide and support less experienced or more junior colleagues. • Experience of working in an operational environment providing support to staff and/or the public. • Some roles may require work out of office hours in outdoor environments
<p>Details of the specific qualifications and/or experience if required for the role in line with the above description</p>	<p>Essential</p> <p>Full UK driving licence with access to a vehicle</p> <p>City & Guilds Level 2 or Level 3 Diploma in Painting and Decorating, or equivalent</p> <p>At least 3 GCSEs, grade 4 or above, including Maths and English, or equivalent</p> <p>Able to speak & write fluently in English</p> <p>Proven experience in painting and decorating/carpentry/plumbing</p> <p>Great communication and interpersonal skills, with the ability to build and maintain relationships with staff, other stakeholders and contractors</p> <p>Strong organisational and planning skills, with the ability to prioritise tasks and manage time effectively.</p> <p>Good communication and interpersonal skills</p> <p>Ability to work independently and manage time effectively</p> <p>Ability to work as part of motivated and thriving team</p> <p>Strong attention to detail and commitment to high-quality workmanship</p> <p>Knowledge of relevant health, safety, and environmental regulations</p> <p>Enthusiastic and committed</p> <p>Methodical approach</p> <p>Attention to detail</p> <p>Self-starter and proactive 'can-do' attitude</p> <p>Empathetic and able to deal with pupils, staffs and others in a friendly but formal manner</p> <p>Desirable (but not essential)</p> <p>Health and Safety qualifications, including asbestos awareness, working at height and manual handling (or willingness to undertake)</p> <p>Experience in working in an educational or public sector environment</p> <p>Basic understanding of other trades (e.g., plastering, minor repairs).</p> <p>Knowledge of safeguarding practices in school settings.</p>

	<p>The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). 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 in this level typically provide a practical support service as part of a specific service or service team. They work within established processes and procedures, resolving problems or queries with the more complex issues referred to others. They support more senior staff by executing the detailed processes in specific aspects of the service area and will be fully versed in the procedures of their specialism. They will be subject to supervision but will be expected to organise their own workload and set their own priorities within short, e.g. day-to-day timescales. Some roles at this level may be more restricted in terms of variety or organisation of tasks than others. Some roles may oversee an operational activity.</p>