

Estates Painter and Maintenance Operative - Outline of Key Responsibilities

KEY RESPONSIBILITIES of this Role:

- Deliver painting, decorating and maintenance tasks to a high standard, including preparation, colour matching, priming, finishing and clean-down of work areas.
- Complete small repairs and general maintenance tasks such as replacing locks, door handles, taps and fittings.
- Support estates colleagues during emergency or unplanned situations, such as leaks, minor incidents, or winter gritting.
- Contribute to maintaining a safe, tidy and secure environment for all users, especially when working in term time.
- Work flexibly across all Trust schools within Surrey, adapting to changing priorities while meeting agreed timescales.
- Provide occasional cover for caretakers, including assisting with site opening, closing and basic security checks.
- Ensure tools, equipment and materials are used safely and appropriately, requesting replacements when needed.
- Communicate effectively with school staff, site teams and the Estates Mobile Team Manager, ensuring work is coordinated smoothly and with minimal disruption.
- Demonstrate professionalism, reliability and a commitment to delivering excellent service across all schools.

COMPLIANCE, SAFEGUARDING & OPERATIONAL EXPECTATIONS of this Role:

To ensure safe, compliant and consistent standards across the Trust, the following expectations apply to all Estates Mobile Team members:

Compliance & Health and Safety

- Follow all relevant statutory regulations, including COSHH, asbestos management procedures, manual handling and working at height guidance.
- Participate in mandatory training; additional training will be provided where required.
- Adhere to Trust policies including the Code of Conduct, Health & Safety Policy and Estates management procedures.

Safeguarding

- Promote and maintain the safety of pupils and staff at all times, following *Keeping Children Safe in Education (KCSIE)*.

- Report and challenge unsafe behaviours, unsafe areas or any concerns immediately.

Reporting & Digital Systems

- Follow the Trust's reporting procedures, including recording near misses, defects and required repairs.
- Use the Trust's digital systems to log work, upload photos or communicate as required (training available).
- Maintain regular communication through email and other Microsoft tools such as Teams, Word and/or Excel.

Operational Requirements

- Report directly to the Estates Mobile Team Manager.
- Work across multiple school sites within Surrey; mileage will be reimbursed when travelling away from your base school.
- Ideally have your own vehicle insured for Business Use.
- Flexible working hours may be possible depending on operational needs.
- It is preferable that annual leave is taken during term time to maximise availability during school holiday project periods.