

WORK WITH US AT FRAMLINGHAM COLLEGE

Recruitment Pack



Painter & Decorator

Employment Status	Full Time • Permanent
Employment Location	Framlingham College Prep & Senior School
Closing Date for Applications	Midday Friday 11th June 2026
Interviews Week Commencing	Applications will be reviewed upon receipt.

IMPORTANT INFORMATION

Framlingham College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

framlinghamcollege.co.uk/employment

Framlingham
COLLEGE

WHERE EVERY PUPIL CREATES THEIR OWN STORY



Welcome from the Principal

Dear Applicant,

Thank you for your interest in the position of Painter and Decorator at Framlingham College.

Framlingham College is a co-educational boarding and day school which comprises the Prep School, in the beautiful surroundings of Brandeston Hall, and the Senior School which is set in stunning surroundings in the market town of Framlingham. Curiosity and inquiry are at the heart of a vibrant learning culture and at Framlingham College we believe that every child should experience the joy that is to be found in learning. A Framlingham College education aims to nurture essential skills and habits – adaptability, teamwork and good decision-making for example – by weaving them into the curriculum. We are determined to prepare our young people for their adult world.

We are seeking a skilled and reliable Painter & Decorator to join our busy Maintenance team. The successful applicant will have the opportunity to work within the inspirational environment of our historic listed buildings, high-quality classrooms, and boarding accommodation. The role requires previous experience in delivering painting and decorating work to a high standard, with excellent attention to detail and pride in workmanship. Additional trade skills would be advantageous.

The post is full time, working 40 hours per week Monday to Friday. The post attracts an annual salary of £27,685 (based on £13.31 per hour).

Application forms are to be submitted through my new term which can be found on our Framlingham College website alongside the recruitment packs. If you have any questions, please don't hesitate to contact us via hr@framlinghamcollege.co.uk.

We offer a supportive working environment, complimentary gym membership as well as free lunch each day the kitchen is operational.

Louise North
PRINCIPAL, FRAMLINGHAM COLLEGE

How to Apply

Before applying, you are strongly advised to read through the Application Guidance Notes and Job Applicant Privacy Notice (available on our website).

Please submit your completed application form via MyNewTerm. CVs will not be accepted in place of a completed application form in the absence of good reason. CVs may be submitted in addition to the application form to provide further background information.

Applications will be reviewed upon receipt. You will be notified of an exact interview date if you are shortlisted for interview.

Please send your cover letter and completed application form to: The HR Department, **Framlingham College, College Road, Framlingham, Suffolk. IP13 9EY.** You can also email your application to: **hr@framlinghamcollege.co.uk**

All information within your application will be treated confidentially.

References

All successful appointments at Framlingham College are subject to receipt of two satisfactory references and all applicants will undergo child protection screening, including checks with previous employers and the Disclosure and Barring Service. Further information can be found within the Application Guidance Notes.

Employee Benefits

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Competitive rates of pay;
- A free lunch each day when the kitchen is operational;
- Free parking for all employees;
- Auto-enrolment into a contributory pension scheme with Legal & General;
- Access to a pensions adviser;
- Professional development and ongoing CPD through internal and external training;
- Personal Accident Insurance;
- 24/7 access to our Employee Assistance Programme;
- Complimentary membership of Framlingham College Sports Centre, which includes access to the swimming pool, gym, tennis and squash courts;
- FramSoc membership, which includes free or discounted admissions to seminars in the College Theatre or Chapel;
- Cycle to Work scheme;
- Discounts with many local businesses within Framlingham;
- Family Swimming Sessions at Framlingham College Sports Centre;
- Christmas Shutdown.

Job Information

Reports To
Maintenance Manager

Job Location
Framlingham College Prep & Senior

Hours
Full-time (52 weeks of the year) 40 hours per week

Holiday:
25 days plus bank holidays

Job Description

JOB PURPOSE

A tradesperson with specialist decorating skills who is able to work across a range of trades including general maintenance, as a member of the in-house Team covering Framlingham College and Framlingham College Prep School.

KEY RESPONSIBILITIES:

This is not an exhaustive list and the post holder will be expected to show flexibility and assist with other tasks of a similar nature. The post holder will be expected to work at Framlingham Prep as well as Framlingham College as necessary.

- Provide decorating specialisation in the Maintenance Team at Framlingham College. This will be in the school classrooms and communal areas as well as in residential boarding houses and staff accommodation. Work will include in-house projects.
- Complete external and internal painting and decorating tasks to an agreed standard at Framlingham College and Framlingham College Prep School.
- Work on small construction tasks, minor maintenance projects and repairs as directed by the Maintenance Manager.
- Remove and replace items during decoration i.e. ironmongery, noticeboards, shelves.
- Minor repairs.
- Careful work with attention to detail.
- Attend to contractors visiting the site.
- Provide support to other team members in completing general tasks.
- To assist and ensure that gullies, guttering, drains etc. are kept free from debris.
- To dispose of waste materials in a safe, hygienic manner.
- Knowledge of Health and Safety in terms of the Working at Heights regulations and COSHH.
- Testing, recording and adjusting chemical properties in the swimming pool (after training).
- Basic routine maintenance of workshop tools.
- To report emergencies in the case of faults with gas, electric and water supply to the Maintenance Manager.
- Work collaboratively with other members of the support team to achieve the objective of the school.
- Occasional requirement to work additional hours for specific tasks e.g. Speech Day.
- Undertake wider roles such as small plastering jobs and tiling would be advantageous.
- Undertake any other professional duties which fall within his/her capabilities, and which may be reasonably requested by the Maintenance Manager.
- It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact with, to adhere to and ensure compliance with the school's Safeguarding Policy at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's Designated Safeguarding Lead.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Person Specification

E = Essential • D = Desirable

QUALIFICATIONS

Hold an AAT Qualification or qualified by experience	E
Relevant maintenance qualification	D
GCSE'S or equivalent	D
Any current permit to operate machine or equipment	D

PROFESSIONAL COMPETENCIES AND SKILLS

Skills to accurately forecast quantity of materials	E
Ability to work within statutory regulations	E
Knowledge of H&S requirements related to maintenance work	E
Suitable level of skill and dexterity to effectively and safely operate general maintenance tools and equipment	E
Ability to manage and prioritise workload to ensure tasks are reliably completed	E
Good communication skills	E
Other trade skills	D
Ability to use a PC	D

PROFESSIONAL EXPERIENCE

Experience of carrying out painting and decorating as well as maintenance to a high standard	E
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PERSONAL ATTRIBUTES

Team player but also able to work autonomously and use own initiative	E
Approachable and friendly	E
Takes pride in their work	E
Flexible attitude to work	E

SAFEGUARDING

Awareness of safeguarding issues	E
Knowledge of safeguarding children legislation and good practice	D

Our Location

Framlingham College comprises of the Prep School in the beautiful surroundings of the idyllic neo-Tudor Brandeston Hall beside the River Deben in the village of Brandeston, and the Senior School, set amongst stunning surroundings in the market town of Framlingham - approximately five miles from Brandeston.

The town of Framlingham pre-dates its mention in the Domesday Book of 1086 and is perhaps most famous for its castle. This magnificent monument occupies a hill on one side of the town's mere, while the Senior School campus tops the rise opposite.

On Tuesdays and Saturdays, the town centre hosts a busy market selling food and drinks, gifts and collectibles. Framlingham boasts a range of independent shops, covering practically every need, while the numerous eating places and pubs cater to almost every taste.

Just a few miles from Suffolk's Heritage Coast - embracing Aldeburgh and Southwold, amongst many other seaside locations - Framlingham is about 35 minutes by car from the county town of Ipswich, 40 minutes from Bury St Edmunds in the west of the county and an hour from the city of Norwich in Norfolk.

There are regular trains from Ipswich to London's Liverpool Street station. London Stansted Airport and Norwich Airport are each just over an hour's drive away from Framlingham.

About Framlingham College

Framlingham College is a co-educational, independent boarding and day school for pupils aged 3 - 18.

The College embraces pupils with a wide range of interests and abilities and offers a huge number of co-curricular activities and sports that complement our academic curriculum and enrich our pupils' experience. We believe that learning happens within and beyond the classroom; our pupils and staff have high expectations of and for themselves within a supportive and aspirational environment. We believe in instilling curiosity, a spirit of enquiry and a love of learning for learning's sake, in every pupil.

Our vision is to develop in each child the knowledge and skills they need to thrive as global citizens in their adult world.

