Job Description

Job Title: Painter and Decorator

Job Grade: 2

Reports to: Maintenance Operations Manager

Direct Reports: None

Overall Objectives:
Carrying out maintenance, painting, and decorating work, maintaining accurate up-to-date records for planned maintenance and checks under the direction of the Maintenance Operations Manager. Ensure that the College's buildings, utilities, plant, machinery, furniture, and equipment are properly maintained, safe, and compliant.

Key Responsibilities:

Painting & Decorating

- Prepare, repair, and decorate interior and exterior surfaces across College buildings, including walls, ceilings, woodwork, and metalwork.
- Undertake surface preparation, including filling, sanding, priming, and other preparatory work to ensure a high-quality finish.
- Apply paint, varnish, and other finishes using appropriate techniques and materials, ensuring professional workmanship and compliance with College standards.
- Assess and prioritise painting, decorating, and general maintenance tasks in consultation with the Maintenance Operations Manager.
- Assist in the planning, organisation, and set-up of College events requiring minor building or decorative adaptations.
- Ensure all work is carried out safely, in line with health and safety requirements and to a consistently high standard.
- Support out-of-hours College events and conferences with maintenance requirements, as needed.
- Work with the Maintenance Operations Manager to prioritise and plan maintenance tasks.

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Repairs & Maintenance (Generalist Responsibilities)

- Undertake, without constant supervision, basic adaptation, repair, reactive, planned and preventative maintenance work on building system services and equipment across the College estate.
- Undertake regular PPM inspections, including but not limited to water hygiene, emergency lighting, and fire safety.
- Provide onsite support for out-of-hours College events across both term-time and summer conference business.
- Carry out minor and medium-scale repairs, including furniture, fittings, doors, windows, and other non-structural elements.
- Work closely with Maintenance and Housekeeping teams to ensure bedrooms, public spaces and College facilities are maintained to the required standards.
- Manage own workloads to ensure all allocated maintenance requests, PPM checks, and painting/decorating tasks are completed in line with Maintenance Department service level agreements.

General

- Provide a friendly, approachable and helpful manner to all, acting as a positive ambassador for the College Maintenance Department.
- Ensure work is carried out in a safe, tidy, and compliant manner.
- Maintain workshops and stores, including assisting in maintaining inventory of materials, tools, and equipment.
- Comply with all relevant health and safety legislation and procedures, including task-specific risk assessments and method statements. Report unsafe working methods, installations, or equipment to supervision/management.
- Complete all necessary paperwork, both manual and electronic, accurately and in a timely manner (work requests, PPM checks, stores requisitions, allocation of hours, statutory documentation).
- Participate in the Maintenance Department on-call rota, providing out-of-hours support.
- Provide on-site support for out of hours College events, across both term time and summer Conference business
- Attend development and training courses as required to maintain skills in maintenance, painting, decorating, and statutory regulations.
- Carry out other duties commensurate with the level of the post, supporting a ‘one team’ approach across the College, as required.

Authorised: Domestic Bursar Date: October 2026

Person Specification

Essential Skills & Experience

- Demonstrable technical competence in painting and decorating, including surface preparation, finishing, and repair.
- Knowledge of general building services activities and general maintenance.
- Ability to deal promptly and effectively with emergency tasks.
- Methodical, organised, and tidy approach to work.
- Willingness to learn and flexible approach to tasks.
- Strong customer service skills and professional approach.
- IT literate, including use of computers and tablets for record-keeping.
- Understanding of Health & Safety legislation and safe working practices.
- Ability to work on own initiative and manage workload under pressure.
- The role involves some lifting, e.g. boxes, apparatus.

Desirable Skills

- Formal trade qualifications in painting and decorating, or related building trades.
- Demonstrable experience in both reactive and planned maintenance in a generalist or higher-education environment.
- Experience working in a cross-functional, multi-disciplinary team environment.

Qualifications required for post:

- GCSE Maths and English (or equivalent);
- City & Guilds or NVQ3 qualification in an appropriate trade or a recognised apprenticeship in a relevant discipline, or an equivalent qualification, or qualified through proven practical experience in a related discipline, including painting, decorating, and general building maintenance.
- UK driving licence

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