

# Painter

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Rendcomb College, a co-educational HMC day and boarding school in the Cotswolds, is seeking to appoint a full-time member of the Estates Team.

## Job Purpose

The key function is to undertake all painting and decorating requirements/activities as agreed with the Bursar and Estates Manager. To ensure that the school décor is maintained to an excellent standard and to provide a professional impression to all visitors, parents, pupils and staff.

## The Estates Team

The Estates Manager is responsible for the maintenance of the playing fields, grounds, buildings, and equipment within the department, supported by a team of maintenance and grounds staff. This post will be line managed by the Estates Manager. This postholder will be part of the on-call duties on a rota basis alongside other members of the Estates Team.

## Key Tasks

### Painting & Decorating

Including but not exclusively the preparation, painting and decoration of:

- Walls, woodwork, ceilings and window frames (both internal and external) – including working at height
- Handrails
- Rainwater goods, soffits and fascias
- External areas and features

### Internal maintenance

- Report all defects to the Estates Manager which require specialist repair
- Subject to safety regulations, redecoration of any area of the school, agreed as reasonable on instruction from the Estate Manager
- Assist with the construction of props/scenery for school productions
- Assist with general maintenance tasks where necessary, on request of the Estates Manager
- Order and take delivery of materials to deal with decoration/painting mentioned above, in line with school policy
- Attend appropriate training courses as required by and in agreement with the Bursar and Estates Manager
- The ability to undertake occasional plastering and tiling tasks to a high standard, would be beneficial

### External Maintenance

- Inspect outside fabric of school, report/repair defects as appropriate
- Carry out minor works in order to improve the site as required by the Estates Manager
- Usage of cherry pickers, scaffolding and other access equipment to repair and decorate high level features, following appropriate training

## Health & Safety

- Work in line with the Health & Safety regulations and ensure that work is carried out in a safe manner
- Possess a sound understanding of legislation relating to chemicals and dangerous substances (COSHH)
- Ensure the highest standards of work are achieved in an efficient and timely manner
- Ensure effective use of materials and machinery management to ensure all equipment is correctly stored and maintained
- Ensure work and storage areas are kept clean, tidy and secure at all times

The school has a comprehensive statement on Health & Safety. The person will take all reasonable care for the health and safety of themselves, colleagues and all other people who could be affected by their acts or omissions at work. They will be expected to co-operate with the school's health and safety officer to enable them to fulfil their obligations.

## All staff are expected to

- Develop and maintain professional, productive relationships with all members of staff within the School.
- Commit to professional development through participation in the School's CPD events and training appropriate to the job role.
- Be aware of equal opportunities and to demonstrate these principles in all aspects of work.
- Comply with and promote the School's Safeguarding (including Prevent), Data Protection and Health and Safety policies and procedures and to undertake training as and when necessary.
- Work in the interests of pupils and in accordance with the School's policies and values.
- Be aware of your responsibility for promoting and safeguarding the welfare of children and young people whom you have contact with during the course of your duties.
- Undertake such other duties as required, commensurate with the grade of the post, as may be reasonably required.

The post-holder may be required to perform duties other than those given in the job description for the post from time to time. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

## Terms and conditions

The post holder will normally be required to work Monday-Friday throughout the year. Hours of work will be 8am to 5pm all year round. Holiday entitlement will be 25 days per year (plus bank-holidays and designated time school is closed between Christmas Day and New Year's Day). Holiday will need to be booked in agreement with the Estate Manager and in conjunction with the overall needs of the business. In addition, the successful applicant will be expected to live in on site in a house which will be made available at a nominal rent with the occupier responsible for their own bills. This is in return for acting as forming part of the on-call security team on a rota basis throughout the year.

## Person Specification

### *Essential*

- Honest and reliable
  - Self motivated
  - Good organisational skills
  - Desire to work to a high standard
  - Capable of working under pressure and also on their own initiative as required
  - Possess extensive skills and a practical aptitude for general painting and decorating or buildings and maintenance
  - Willingness to share knowledge to further develop the wider team capability
  - Have an awareness of Health and Safety and a willingness to undergo appropriate training where needed
  - A good team player with the ability to be flexible to support the whole team activities as needed
  - Enjoy working in a school environment
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## Variation to this Job Description

This is a description of the job as it is at present, and is current at the date of issue. The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed. This process would be conducted through consultation. You are expected to participate fully in the College's Professional Development and Review (PDR).

## To apply

Please complete the TES application form by clicking "quick apply".

**Application closing date: Thursday 23 January 2020**

**Interviews: W/C 27 January 2020**

*No agencies please*

*We reserve the right to withdraw vacancies at any time*

## Disclosure

Rendcomb 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 (DBS).

[Rendcomb College is an equal opportunities employer](#)