



JOB DESCRIPTION			
Job Title:	Painter & Decorator	Department	Maintenance
Reports to:	Maintenance Supervisor	No of staff reporting	0
Summarise in one or two sentences the purpose of the role:			
To carry out painting and decorating to all college properties as required.			
To respond to various reactive jobs as per college on-line form, planned maintenance and refurbishment activities to the fabric and services of the college buildings.			
Key Outputs of the Role:			
The following are the key outputs: <ul style="list-style-type: none"> • To undertake maintenance tasks and projects on all College properties and buildings, primarily skilled tasks associated with Painting & Decorating. • To assist with meter readings and PAT Testing (training will be provided). • To assist with the Movement of furniture and equipment between the College's two main sites and off-site properties, using the College vehicle as required. • Keep college members informed and updated at all times in relation to maintenance works, planned or otherwise. 			
Outline the key tasks necessary to deliver the outputs defined above:			
<ol style="list-style-type: none"> 1. Provision of general painting and decorating assistance as required. This will range from minor maintenance tasks to involvement with full refurbishment projects and could include working at height. 2. Undertake glazing work and timber repairs as required. 3. Undertake the required enabling and preparation works and minor making good, i.e. replacing damaged plasterboard, plaster & render repairs and the like. 4. Carry out responsibilities in accordance with maintenance program covering a wide range of tasks as required, maintaining and completing paperwork as appropriate. 5. Work within the College refurbishment projects providing support to trades and keeping areas clean, tidy and safe. 6. To assist various trades in both planned and reactive maintenance tasks, responding to maintenance request as appropriate and emergency repairs. 7. Work in co-operation with other building trades including contractors, as part of the overall 8. maintenance team. 9. To ensure proper care of decorating tools. 10. Liaise with all departments to ensure that all jobs are done by a required time 11. Ensuring compliance with Health & Safety requirements relating to all College buildings and maintaining high standards in the conduct and quality of work. 12. Undertake any other duties and responsibilities appropriate with the post as directed by the Maintenance Supervisor, Maintenance Manager, Domestic Bursar or Bursar. 			
Additional Responsibilities:			
<ul style="list-style-type: none"> • To ensure the workshop and surrounding area is always in a safe and tidy condition. • To adopt a proactive approach, be a team player and have a high standard of housekeeping. • To observe recognised safety rules and procedures and the College Health & Safety policy, • ensuring that reasonable care is taken for the health and safety of yourself, other staff, • customers, and anyone else on college premises. 			



- To report any incidents or accidents, fire, loss or damage to the Maintenance Manager.
- Ensure that PPE is used where necessary.
- Ensure that all equipment and materials are safely stored and maintained to a high standard.
- The observance of all College Policies, particularly the Equal Opportunities Policy, the Prevention of Sexual Harassment Policy, and the Data Protection Policy, copies of which are available will be shown to you during your Induction to Employment.

Decision Making Authority:

Liaise with Supervisor/Manager

Budgetary Responsibility:

N/A

The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances.

Reviewed By:	A Brewer, Maintenance Manager	Date:	May 20, 2026
Approved By:	L Boyd, HR Manager	Date:	May 20, 2026