

Post:	Painter Decorator
Line Manager:	Foundation Operations Manager
Hours of Work:	40 hours per week, 8am to 4:30pm, Monday to Friday, 52 weeks per year
Salary:	£26,780 per annum
Start date:	As soon as statutory checks are complete
Location	Dean Close Foundation – Cheltenham and Chepstow

The Role

Reporting on a daily basis to the DCF Operations Manager, the painter Decorator will be responsible for undertaking painting, decoration, repairs and maintenance tasks across Dean Close Foundation Sites. The role requires independent and collegiate working in order to provide timely work within a safe working environment, whilst also maintaining the equipment necessary to deliver the service. This role is primarily based at Dean Close School in Cheltenham but includes occasional visits to other foundation sites.

A thorough knowledge of painting and decoration, including preparation and finishing of various finishes coupled with strong planning, organisational and communication skills are essential. This role will involve completing internal and external decorations to a high standard on academic, private residential and commercial properties.

It is essential to recognise that providing the best possible educational environment in line with the ethos of the Dean Close Foundation is at the heart of this role. A flexible, diplomatic approach when liaising with academic and residential staff is important, for example by giving notice when requesting access to public and private space.

Duties

The role encompasses a wide range of duties and requires various skills some of which are listed below. Strong planning, organisational and communication skills are essential to operate unobtrusively in a busy living and working environment. The role requires a good knowledge of Health and Safety legislation to ensure that all work is conducted within this framework and with appropriate risk assessments in place.

Duties and Responsibilities include but are not limited to:

- To work within the Estates maintenance team.
- To carry out painting or decorating of any nature.
- To assist with or carry out any 'in house' projects that require painter decorator input.
- To assess jobs and obtain quotes for materials to prevent any delay in delivery.
- To undertake general maintenance tasks and assist other staff within the Estates team as required.
- To discuss and make arrangements with the appropriate departmental staff for carrying out the required task.
- Participate in performance appraisals as required.

- Participate in continuous professional development, attending training courses as necessary in support of the role, as agreed annually at appraisal.
- Be aware of Health & Safety regulations and to promote safe working practices at all times.
- Report risks or near misses immediately to the DCF Operations Manager.
- Ensure that all tasks are carried out whilst wearing correct uniform and the correct PPE.
- Adhere to the policies on drug and alcohol use and to notify employer of any regular medication or medical conditions which may affect your work.
- Any other duties which fall within the spirit of this job description, whether within the Estates Department or within the wider campus, and as directed by the DCF Operations Manager or the DCF Operations Bursar.

Person Specification

- Hold a valid full UK driving licence.
- City & Guilds or NVQ qualification (or equivalent)
- Experience of working in a school environment is desirable but not essential.
- Good trade knowledge with a minimum of three years' experience.
- Good planning and organisational skills.
- Able to work in a clean and tidy manner.
- Willing to assist other trades across the department when required and directed by the DCF Operations Manager.
- Ability to communicate effectively with all colleagues, academic staff and contractors.
- Sufficient physical fitness and dexterity to cope with strenuous work, work at height and in confined spaces.
- Be loyal, honest, trustworthy and reliable
- Enthusiastic, highly motivated and well-organised
- Confident, proactive with a helpful and flexible approach
- Able to demonstrate initiative and creativity
- Ability to work well in a team and alone, with minimum supervision, maintaining a professional and enthusiastic approach
- Strong desire to improve knowledge.

Terms and Conditions

- Hours of work will normally be 8am to 4:30pm, Monday to Friday with flexibility required for additional hours when events dictate.
- Full time members of staff are entitled to 22 days (rising to 25 days on 2 year anniversary date, pro-rata for holiday entitlement year) and the usual 8 days Bank Holidays during the year. Three/Four days holidays must be retained for the period between Christmas and New Year. Any additional Bank Holidays that fall in term time are normal working days.
- A free school lunch is available during term-time.
- Members of staff can use the sports facilities at staff allocated times.
- Health cash plan
- Community events
- Free onsite parking
- Discounted Bacon Theatre tickets
- Company sick pay entitlement
- Company pension scheme
- Discounted golf fees at Brickhampton Golf Club

All staff are expected to

- Work towards and support the Dean Close Foundation stones/values of love, courage, contribution allowing pupils and staff to flourish.
- Demonstrate and develop the following skills:
 - Critical Thinking
 - Compassion
 - Creativity
 - Collaboration
 - Communication
- Support and contribute to the Foundation's responsibility for safeguarding pupils.
- Work within the Foundation's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Promote equality of opportunity for all students and staff, both current and prospective.
- Undertake any other reasonable duties required that are related to the job purpose from time to time.

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.

How to Apply

Applicants must complete a Dean Close Foundation application form in order to be considered.

<https://www.deanclosefoundation.org.uk/dean-close-services-ltd/vacancies>

The Dean Close Foundation is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.