



## BURGESS HILL — GIRLS —

### JOB DESCRIPTION

**Job Title:** Painter and Decorator  
**Reports to:** Assistant Bursar Estates and Services

### JOB SUMMARY

The post holder will be required to carry out and follow a planned maintenance programme for the general decoration of the school buildings and premises. Work as a member of the Estates team to decorate designated area or areas of the School to the standards required and in accordance with the decorating schedule. Apply specified finishes to help protect, maintain and decorate, interior & exterior surfaces, to buildings, facilities and equipment.

### PRINCIPAL ACCOUNTABILITIES

### MAIN DUTIES AND RESPONSIBILITIES

1. Liaise and coordinate with the Assistant Bursar, prior to the start of specified work.
2. Work out the quantity of stock materials required for specified works by taking surface measurements, receiving verbal instruction or written job specification. Collect stock materials from central stores.
3. Order & collect non-stock materials from local suppliers as directed.
4. Minimise dust and paint contamination of fixtures/fittings, carpets, furniture & personal effects, by removing from work area, where possible or cover in location.
5. Upon completion of works, clean and reinstate area as required.
6. Prepare various surfaces appropriately, prior to receiving specified finishes.
7. Follow safe working practices when using chemical paint strippers, mechanical abrasion and steam stripper.
8. Apply specified finishes by an appropriate and recognised method to achieve a high standard of finish.
9. Surplus materials to be removed from work area upon completion of works and

stored appropriately at the central stores. Waste materials to be removed to central stores and disposed of correctly.

10. Attend relevant internal training sessions and team meetings with the Estates department.

11. To comply with the School Health and Safety policies at all times

#### **JOB CONTEXT**

The job holder will work as part of the Estates Team following a planned decoration schedule. Staff must be flexible and support each other during busy periods and absences in order to provide a seamless service across the School, ensuring the highest priority tasks are dealt with.

Protective clothing and uniform tops will be provided which must be worn at all times.

#### **Conditions of Service:**

Hours of work:

25 hours per week, 5 days per week Monday – Friday 7.30am – 12.30

This job description reflects the present requirements of the position. The job description will be reviewed and amended as required.