



# GORDONSTOUN

Broader experiences, broader minds

## PAINTER AND DECORATOR

**Reports to:** Maintenance Team Leader

**Job Purpose:** The Maintenance team is fundamental to the smooth running of Gordonstoun School, with responsibility for the Maintenance on more than 50 buildings, roads, utilities and a sewage plant. The team spends an operational and capital budget of almost £1m each year and comprises a large group of 10 staff. A major change programme is underway within the team at Gordonstoun, designed to improve the systems to lead to better efficiency and ultimately the right person being in the right place at the right time.

The Painter and Decorator is essential to the smooth running of the school and is responsible for ensuring that all planned preventative maintenance routine and reactive maintenance tasks are carried out across the school.

All of this must be done in a way that focusses on student experience and on working collaboratively with colleagues across the School.

### Major responsibilities

1. Comply with Gordonstoun's policies and procedures on Child Protection and Health and Safety.
2. Contribute in a positive way to the ethos of the school in line with Gordonstoun's values.
3. **To provide a professional decoration and re-decoration service**
  - Liaise with Supervisor and/or staff regarding requirements of particular tasks, selection of finishes and colours etc.
  - Estimate time and materials required for all jobs.
  - Order and collect all materials as required.
  - Prepare and prime all general surfaces to receive decoration.
  - Prepare, cut and hang wall paper on prepared surfaces.
  - Carry out all decoration and re-decoration as agreed with and directed by the Maintenance Supervisor.
  - Carry out minor repairs to wall and floor tiling.
  - Prepare and apply taping and minor plastering to wall / ceilings to receive decoration.
  - Be capable of working at height using safe systems of work.
  - Be compliant with all relevant Health & Safety requirements and practices and wearing of PPE.
  - Carry out Risk Assessments as required.
  - Carry out additional tasks as required at the discretion of the Maintenance Supervisor.
  - Maintain a flexible approach to work, accordingly and also able to work under his/her initiative.
  - Carry out stock check as required.
  - Carry out weekly routine check on transport when provided.
  - Maintain a high level of customer care.
  - Must be willing to attend internal and external training courses as required.
  - Assist with any other general duties as requested on site. e.g. moving furniture

4. **Build strong relationships** with colleagues in the maintenance team and across the School, and with external contractors.
  - a. Work in a way that is focussed on the student experience and on empowering and working collaboratively with colleagues across the School to deliver this.
  - b. Collaborate with colleagues to ensure that all stakeholders are engaged before a project or piece of work is started and that anyone affected has had an opportunity to be involved.
  - c. To focus on the student experience by causing minimum disruption to colleagues and students, and to respect their property whilst working.
5. **Report, plan and programme work schedules** as necessary in conjunction with Maintenance Team Leader.
  - a. Create project plans and project reports for new work being carried out, including checking material requirements in advance of work being commenced and working with the Maintenance Team Leader and Operations Officer to ensure that the best value for money is achieved.
  - b. Keep detailed electronic records of work undertaken.
6. Support the rest of the team to carry out other maintenance as and when required as directed by the Maintenance Team Leader.
7. Carry out maintenance on-call duties in evenings and at weekends on a rota basis.
8. Carry out any other task as required from time to time in order to support the school.

### **Salary and benefits**

- A competitive salary is offered depending on skills and experience
- 6 weeks' paid holiday per annum
- Pension (auto enrolment into operations' staff pension scheme)
- Lunch provided (when school refectory operating)
- Access to gym / other benefits

### **Further information**

- Start date: as soon as possible.
- Some evening and weekend work will be required.
- 6 month probationary period.

Gordonstoun is an equal opportunities employer and considers all requests for flexible working.

### **Recruitment process**

Applicants are invited to complete an application form online from the employment section of the Gordonstoun website [www.gordonstoun.org.uk/employment/vacancies](http://www.gordonstoun.org.uk/employment/vacancies)