

**Herefordshire, Ludlow and North Shropshire College**

Job Description

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| **Post Title:** | Painter Decorator and Maintenance Operative |
| **Location:** | **Main Base:** Herefordshire College (Folly Lane, Hereford)**Other Sites:** Holme Lacy College, Ludlow Sixth Form College |
| **Responsible to:** | Estates and Compliance Manager |
| **Supervisor:** | Estates Supervisor |

**Job Purpose and Scope**

The role encompasses a range of duties including painting, decorating and general site maintenance, ensuring college buildings and facilities are well-maintained and presentable. A flexible approach is essential as tasks will vary dependent upon requests, incidents, and priorities set by the Estates Supervisor or Estates and Compliance Manager.

The position is based at our Hereford Campus on Folly Lane, with responsibilities extending to Ludlow and Holme Lacy sites. Duties will include working across all college buildings and facilities, such as offices, classrooms, workshops, and public areas.

Given the needs of the business, working days and hours may vary, so flexibility is essential.

**Main Duties**

* **Painting and Decorating** – Carry out internal and external painting and decorating to maintain and enhance the condition and appearance of college buildings and facilities. All work must be completed to a high standard, in accordance with health and safety regulations.
* **Site Maintenance and Repairs** – Undertake general site maintenance, including basic plumbing, minor construction, furniture repairs, and routine electrical tasks such as changing light bulbs.

**Supplementary Duties (as required on ad-hoc basis)**

* **General Estates Support** – Assist with moving furniture and equipment, replenishing essential supplies, supporting grounds maintenance (e.g., grass cutting, hedge trimming, gritting), maintaining site cleanliness, and other operational tasks as required.
* **Driving** – Carry out occasional driving duties, including visiting suppliers, traveling between college sites, and operating college minibuses when required, such as covering staff absences.
* **Caretaker Duties** – Perform locking and unlocking of buildings in line with opening and closing hours (between 7:00 AM and 10:30 PM), operate the intruder alarm, and ensure the premises are vacated when necessary.
* **Other Duties** – Undertake any additional tasks deemed appropriate for the role.

**General**

* Participate in the staff appraisal scheme and to attend staff development activities, as identified by the college.
* Undertake training or certification as deemed appropriate for the post, e.g., Health & Safety training and first aid.
* Adhere to college policies, including Health & Safety, Safeguarding, Prevent and Equality and Diversity.
* Be vigilant around the college to ensure the good behaviour and safety of learners around the college.
* Ensure that a high level of customer care is provided to students, staff, members of the public, and other stakeholders.

**PERSON SPECIFICATION**

**Essential**

* Proven experience in painting and decorating, with the ability to deliver high-quality finishes.
* Practical knowledge of minor building repairs, including the ability to identify and carry out maintenance tasks efficiently.
* Self-motivated and well-organised, with the ability to work independently while also contributing effectively as part of a team.
* Basic understanding of Health & Safety regulations, always ensuring safe working practices.
* Strong communication skills, with a friendly and approachable manner when interacting with staff, students, and visitors.
* Attention to detail and pride in maintaining the college environment, ensuring buildings and surrounding areas remain well-presented and in good condition.
* Full UK driving licence (Category D preferred).
* Flexible with working days and hours, adapting to business needs.

**Desirable**

* Relevant qualification in painting and decorating, maintenance, or a related trade (e.g., NVQ, City & Guilds).
* Health & Safety training (e.g., Manual Handling, Working at Height, First Aid at Work).
* Experience working in an educational, commercial, or public-sector environment.
* Experience using maintenance equipment (e.g., power tools, lawnmowers, hedge trimmers)