VACANCY: Painter/Decorator

Wolfson College is one of the 31 Colleges in the University of Cambridge and provides an academic home for over 900 students aged 21 or above, 200 Fellows, 300 senior members and 100 staff. There are more than 450 residential units on site, housing over 500 residents. The College is the most cosmopolitan in Cambridge which, together with its egalitarian ethos, helps to create a very friendly working environment. Full details of the College are available at www.wolfson.cam.ac.uk

HOW TO APPLY

Please send a completed Wolfson College Application Form and Equal Opportunities Form (available online at www.wolfson.cam.ac.uk/jobs), with a covering letter setting out your suitability for this post, to arrive by 9:00am on Thursday 20 July 2017, to:

Mrs Sally Cullen (ref. Painter/Decorator)  
Personnel Manager  
Wolfson College  
Barton Road  
Cambridge CB3 9BB  
or by email to: personnel@wolfson.cam.ac.uk

Interviews will take place on Thursday 27 July.

TERMS & CONDITIONS

Salary: £22,627-£25,124 per annum

Benefits: Membership of the NOW pension scheme (www.nowpensions.com), with employer contributions of up to 13%; 25 days’ holiday per year plus public holidays; free lunch on work days when the College kitchens are open; free parking; use of the gym; use of the Library; membership of a healthcare cash plan; PPE and work wear; the College operates a childcare voucher scheme for staff.

Hours: 40 hours per week, Monday- Friday (8am- 5pm with a lunch hour). Members of the Maintenance department are required to be on-call outside of normal working hours in case of emergencies, and the salary reflects this requirement. If the Painter is required to attend a call-out in College, a call-out fee is paid and overtime is payable. Occasional work at weekends and evenings may be required.

Holidays: 25 days’ holiday per year plus public holidays. Of the 25 days’ holiday, the College schedules up to 4 days in December for all staff when the department is closed. Attendance is normally required on public holidays which occur in Full Term, such as the May public holidays, for which alternative days’ holiday are given.
**Probation:** The appointment will be subject to an initial probationary period of six months during which the appointment may be terminated by one week’s notice on either side. Following the successful completion of the probationary period, the period of notice would be two months on either side.

*Wolfson College is an Equal Opportunities Employer*
JOB DESCRIPTION

Job title: Painter/Decorator

Department: Maintenance

Reporting to: Clerk of Works and Assistant Clerk of Works
The Bursar has overall responsibility for the Department.

Hours: 40 hours per week, Monday to Friday, 8am to 5pm (with an hour’s unpaid lunch break)
Occasional work at weekends and evenings may be required.

Job role: To carry out painting and decorating (internal and external) and to assist with any
maintenance work in the College buildings and as directed by the Clerk of Works or the
Assistant Clerk of Works.

This job description summarises the main duties and responsibilities of the post and is not comprehensive:
the post-holder may be required to undertake other duties of a similar level and responsibility.

KEY DUTIES AND RESPONSIBILITIES

1. Carry out painting/decorating and maintenance work in College buildings and grounds, including:
   - To undertake painting and decorating to all internal areas of the College
   - To undertake painting and decorating to external areas of the College
   - Planning and organizing of daily works
   - Ordering of materials
   - To undertake small plastering repairs to walls and ceilings
   - Undertake small tiling works
   - Competent with use of ladders and steps
   - Assist with daily maintenance duties
   - Assisting other members of the Maintenance team with their duties
   - Assisting external contractors with their work where required
   - Furniture moving, loading and unloading materials
   - Tower scaffold erection and dismantling
   - To undertake snow clearing and road gritting as and when required, as instructed by the Clerk of
     Works or Assistant Clerk of Works
   - To attend mandatory and other appropriate training and development courses as identified
   - Maintain a good working knowledge and understanding of quality improvement

2. Ensure painting/decorating and maintenance is carried out to a good standard of workmanship within
   agreed response times.

3. Maintain all tools and equipment in the workshop keeping it clean and safe at all times.

4. Ensure Health and Safety procedures are followed at all times when using tools.

5. Apply Health and Safety measures as appropriate to maintain a safe working environment at all times.

6. Request materials and stock through the Clerk of Works or Assistant Clerk of Works.

7. Undertake other duties as may reasonably be required.

8. You may be requested to work overtime.
9. You may be called out after working hours should the necessity arise in accordance with the weekly call-out list.

DECISION-MAKING

1. Decisions taken by the Painter/Decorator without reference to others
   While working on tasks where there is an issue that needs addressing, the Painter/Decorator will have to decide if the item or items needs repairing, changing, referring to other trades or reporting to the line manager.

2. Decisions taken by the Painter/Decorator in collaboration with others
   While working on painting and decorating tasks, new work or alteration works, the Painter/Decorator will need to decide when a decision is required by discussion with other members of the Maintenance team or with other College staff.

3. Decisions taken by others following advice/input by the Painter/Decorator
   The Painter/Decorator has a role to play when managers are looking at future works, alterations or stock requirements and request input from the Maintenance staff, or when problems occur and advice is requested as to the best way forward to overcome the issues.

NETWORK OF CONTACTS

- Clerk of Works and Assistant Clerk of Works
- Maintenance team
- Other College departments, in particular Housekeeping
- Students
- External contractors
- Paint suppliers

TRAINING AND DEVELOPMENT

Training and development will be provided in all areas associated within Painting & Decorating and also other areas needed and will be kept up to date in line with Wolfson College’s expectations.

HEALTH AND SAFETY

Wolfson College strives to ensure the health and safety of its entire staff. Individuals are also responsible for their own health and safety.

All staff must adopt a responsible attitude towards health and safety and comply with any procedures required by the College in order to ensure the health and safety of themselves, their colleagues and any other persons who may be affected by their actions. They must be prepared to undertake any training provided in relation to health and safety. The Painter/Decorator must:

- Work in accordance with current Health & Safety legislation
- Keep Health & Safety training up to date
- Maintain personal protective equipment
- Maintain Health & Safety awareness in the workplace and in the College generally
## Person Specification: Painter & Decorator

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<th>Essential</th>
<th>Desirable</th>
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### Qualifications, Experience and Background

- City and Guilds Painting & Decorating or NVQ equivalent
- Minimum five years’ experience in construction or maintenance

### Technical Knowledge and Skills

- Painting & Decorating
- Working at height
- Customer Care
- Safe use of tools and equipment
- General maintenance work
- Manual handling
- Asbestos Awareness

### Personal Attributes

- Ability to work as part of a team
- Ability to prioritise and work to deadlines
- Good communication and interpersonal skills
- Ability to work on own initiative
- Cheerful disposition
- Flexible approach
- Possess a full driving licence