



JOB DESCRIPTION: ESTATES TEAM MEMBER, DECORATOR

Witham Hall School Trust is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and previous employers and the Disclosure and Barring Service (DBS).

Scope & General Purpose: To be an active member of the Estates Team contributing to the smooth running of the School, whilst ensuring the décor of the School, both inside and outside, is maintained to a high standard.

Immediately responsible to: Estates Manager

Responsible for: N/A

Hours of work: 40 hours a week, Monday to Friday, including 1 hour per day unpaid break.

Overview

To be an active member of the collaborative and well-resourced Estates Team; while all Estates Team members help across a breadth of tasks, each will have their individual area of focus: your speciality will be painting and decorating.

Together the aim of all such support staff is to facilitate the needs of teaching staff and pupils to ensure the better performance of the School.

To be supportive of the aims and ethos of boarding schools and private education, and, through your own conduct, be able to contribute to the environment of high standards, good manners, and excellent service at which the School aim.

Key Tasks

- To support the day-to-day operation of the School site, undertaking painting and decorating, ensuring the décor of the School, both inside and outside, is maintained to a high standard.
- Perform maintenance tasks to contribute to the smooth running of the School.
- To help the School respond to adverse events or conditions (*e.g.* bad weather)
- To undertake driving duties in School vehicles for the School's morning pupil collections, which will require a clean driving licence and a willingness to drive minibuses.
- Duties may vary between School Term Time and School Holiday Time periods.
- Attendance at weekly Estates Team meeting with Estates Operations Manager and wider colleagues.
- Along with other Estates Team Members and resident staff, act as a Fire Warden.
- To attend meetings and training courses as requested.

- To observe the School's Health & Safety Policy at all times.
- To perform other such duties as may be reasonably requested by the Bursar.

Knowledge, Skills and Experience Required

Essential

- Experience of painting and decorating, or related other skills/experience.
- Ability to work effectively as part of a team.
- Self-motivated with the ability to work under own initiative and to meet deadlines.
- The attentive eye to see issues before they are pointed out and to understand high presentational standards.
- Physical capability to meet the demands of the role, which will include lifting, carrying and manual work. The School will pay for relevant course (*e.g.* Manual Handling, Working at Heights *etc.*)
- Full clean driving licence.
- A pro-active and flexible approach to role. Hours can occasionally vary depending on events in the School Calendar. Occasional Saturday work, paid additionally, for scheduled events (*e.g.* annual Speech Day) will be required.
- Good time-keeping.
- Positive approach to learning in the role and identifying own training needs as appropriate; the School would be willing to support learning as required on a mutually agreeable basis.

Desirable

- Experience in maintenance tasks.
- Experience of minibus driving.

This Job Description gives a basic outline of the role and does not claim to be comprehensive. All members of staff are expected to play a full role in the life of the School as may be reasonably required of their position.

Any role at the School can develop over time as appropriate. This Job Description is not contractual and therefore subject to change.