

## Job Description

Job title	Apprentice Painter and Decorator
Department	Estates - Maintenance Operations - Building Fabric (YEXMD)
Grade	App 1

Job purpose (a brief summary of the role)	To assist in the provision of a general painting and decorating and long-term maintenance service to the University, ensuring all works are completed safely, efficiently and to the required standard. The apprentice will work under close supervision on both planned decorating and reactive remedial decorating works.
Duties and responsibilities	<p>Assist with full redecorations and minor works, ranging from painting entire rooms to repairing a small section of mould damaged ceiling.</p> <p>Assist with reactive response requests for emergency and general requests such as leak damage repair, severe mould treatment, dangerous loose tiles and urgent turnaround high priority decoration.</p> <p>Assist with carrying out repairs to a variety of substrates specifically walls, ceilings and woodwork.</p> <p>To apply paint systems to internal and external substrates, producing a quality finish.</p> <p>Assist with wallpapering and wallpaper repairs.</p> <p>Erect and dismantle access equipment and working platforms as instructed to complete planned works.</p> <p>Complete and submit electronic time sheets in a timely manner for all work undertaken.</p> <p>Maintain the tools and equipment provided for which teams are responsible.</p> <p>Liaise with customers in an appropriate manner, assisting with any problems or queries they may have.</p> <p>Finish work to a high standard and ensure the area where work is undertaken is left clean and tidy.</p> <p>Always adhere to University Health and Safety Policy.</p>

### Person Specification

*The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.*

Essential Criterion No.	Essential Criterion Description	Measured by
E1	Educated to GCSE level or equivalent, including a minimum 4 GCSEs grade C or above (including English and Maths)	A & C
E2	Willingness to work towards a City and Guilds – Decorative Occupations Apprenticeship (Intermediate (Grade 2) or equivalent apprenticeship	A,B & C
E3	An interest in learning the painting and decorating craft	A & C
E4	Ability to learn and adapt to new skills	A,B & C
E5	Good communication skills, in order to liaise with people at all levels and a good customer service attitude	A & C
E6	Ability to receive and follow instructions and feedback	A,B & C
E7	Ability to prioritise tasks to achieve work deadlines	A & C
E8	Attention to detail and accuracy	A & C
E9	Ability to work as part of a team	A & C
E10	Problem solving and decision-making abilities	A & C
E11	An awareness of health and safety	A & C
E12	Ability to undertake manual handling tasks in line with university policy	A & C
E13	Ability to work within the organisations working hours/pattern between the hours of 8am and 4pm on a 5-day basis, Monday to Friday	A & C
E14	Ability to attend day release training at an apprenticeship providers location	A & C

Desirable Criterion No.	Desirable Criterion Description	<i>Measured by</i>
D1	Customer service experience	A & C