



## Job Specification

**For: Painter**

Ref: VR/01266

### Job Description

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As part of the Building Maintenance Team you will provide a reactive and planned maintenance service operating in a busy, fast paced environment within the required campus zone.

This role is primarily painting and decorating based, however, flexibility to support other maintenance functions will be required. Planned maintenance will form a large majority of daily activity. The majority of work is of a physical nature and as such requires manual handling ability to carry tools and equipment across campus, the ability to ascend and descend ladders when required and the dexterity to undertake a range of work tasks as required to ensure a good decorative finish.

A technical knowledge of current decorating best practice techniques is essential. An ability to work as part of a team or alone; to follow work procedures, instructions and use own initiative; as well as the ability to manage workload and complete jobs in a timely manner is required.

As a visible uniformed representative of the University a professional, positive, approachable, customer focused attitude is essential as interaction with students, staff, visitors and members of the public will be an important part of this role.

### Person Specification

You should provide evidence in your application that you meet the following criteria. We will use a range of selection methods to measure your abilities in these areas including reviewing your online application, seeking references, inviting shortlisted candidates to interview and other forms of assessment action relevant to the post.

The University is proud to be a Disability Confident Employer, we commit to recruit and retain disabled applicants and support positive action. We encourage disabled people to apply for our jobs and to have the opportunity to demonstrate their skills, talent and abilities at the interview stage. We commit to offer an interview to disabled applicants who meet the minimum criteria for the job.

### Criteria

#### Essential

1. Have an industry recognised qualification such as City & Guilds Level 3 Diploma in Painting and Decorating (Course number 6707-33), or equivalent experience.
2. Minimum of 2 GCSEs (including Maths and English) or the ability to demonstrate a level of literacy and numeracy skills to produce well-written emails, complete relevant documentation and calculations required during typical daily decorating activities.
3. Specialist knowledge of building practice and procedures, including experience in current decorative best practice techniques.

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4. A working knowledge of current Health and Safety legislation relevant to the job role and the ability to apply this knowledge in day-to-day work.
5. Experience in using access equipment such as MEWPS, ladders, scaffolding etc.
6. Experience of working effectively and professionally in a busy, customer focussed environment.
7. Ability to demonstrate a high standard of customer service to a wide range of customers.
8. Ability to prioritise and respond to changing and sometimes conflicting demands effectively.
9. Ability to competently assess and organise resources, plan and progress work activities within deadlines.
10. A willingness and the ability to support the team by undertaking out of hours work when required.
11. Experience of teamwork with the ability to demonstrate positive contributions to the day-to-day work and the goals of the team.
12. A full and valid driving license.

#### **Desirable**

13. Experience of using a range of IT systems such as Google applications, Microsoft Word and Excel, email, and electronic calendars.
14. Technical Professional Registration or the willingness to work towards it.

#### **About the Team**

The Department of Estates and Facilities Management (EFM) at the University is responsible for maintaining the University's buildings, facilities and grounds, managing its property and facilities and procuring new buildings.

The University's estate contains a wide and varied range of properties which understandably present their own challenges. Some, such as the Arts Tower, are of great architectural importance and must be preserved as part of our national heritage, whilst others such as the award winning Information Commons and the Students' Union are modern and sophisticated in their design and servicing.

Engineering and Maintenance within EFM is split into three distinct campus zones: East, West and Outer. Each zone team operates to ensure the University estate is kept to the first class standard expected from a world renowned University.

#### **Job Description**

##### **Main Duties and Responsibilities**

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- Carry out planned painting and decorating across the whole campus, which will involve driving University owned vehicles between sites, completing jobs safely, following relevant procedures correctly, and ensuring own work is completed on time.
- Each painter would normally work on individual maintenance activities (i.e. small refurbishment works). Works would generally be carried out with the building occupied and consideration must be given to maintaining access and security whilst minimising disruption.
- At all times, work must be carried out in compliance with the University's policies and procedures; current technical legislation and health and safety standards.
- Jobs should be prioritised in order of urgency as directed by the appropriate supervisor. This involves drawing upon depth of knowledge, skills, experience and expertise to deal with the job in hand. Make decisions on the methods to be used and the sequence of actions.
- Liaise with contractors who are working on University premises to ensure they are carrying out work in accordance with required timescales and University health and safety standards, as directed by the appropriate supervisor.
- Liaise with and maintain good relationships with key contacts in University departments to let them know about work being undertaken and keep them up to date with progress.
- Responsible for reporting stock levels of consumables to enable planned and reactive maintenance to be achieved.
- Maintain provided tools, equipment and vehicles, taking responsibility for the safe keeping of these. Complete regular checks on vehicles to maintain good condition.
- Respond to requests for assistance at the University outside normal working hours in accordance with the departments' call-out procedures. This role is included in a formal on-call rota to provide emergency responses across the University Estate. Participation in this rota will be determined by the University in accordance with the on-call provisions.
- As a member of our Professional staff you will be expected to demonstrate a commitment to the professional behaviours set out in the Professional Framework.

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- Any other duties as instructed by supervisory team.

### **Reward Package**

Terms and conditions of employment: Will be those for Grade 3 staff..

Salary for this grade: £22,214 (£12.20/hr) - to £23,144 (£12.72/hr) per annum based upon a 35 hour week, with potential to progress to £24,248 (£13.32/hr) through sustained exceptional contributions.

This post is open ended.

This post is full-time:

This role has been identified as a full-time post, but we are committed to exploring flexible working opportunities with our staff which benefit both the individual and the University. Therefore, we would consider flexible delivery of the role subject to meeting the business needs of the post.

If you join the University you will have access to a Total Reward Package that includes a competitive salary, a generous Pension Scheme and annual leave entitlement, as well as access to a range of learning and development courses to support your personal and professional development. You will have access to your own personalised portal where you can also access a comprehensive selection of benefits and offers to suit your changing lifestyle needs, for example financial wellbeing, travel options, shopping and cinema discounts.

The University is committed to tackling the global climate emergency. Our sustainability strategy forms an integral part of all we do. We strive to embed this in all areas of university life, from our students' education, the globally impacting international research we contribute, to campus life.

We aim to empower staff to work sustainably by giving them the knowledge to make ethical decisions at work and home. Staff have the opportunity to be involved in impactful sustainability projects through the nationally recognised Green Impact scheme.

Staff have access to excellent green benefits including the cycle to work scheme with discounts and free secure bike storage, as well as many greener choices across campus.

If you have an interest in this area, the university will strive to passionately support you in these commitments.

The University recognises the importance of creating a positive environment, whereby all staff feel able to talk openly and with trust about wellbeing and mental health.

Our Staff Wellbeing offer, encourages and supports staff to maintain their own positive health and wellbeing through a range of accessible, inclusive and supportive services and activities.

Our leadership development has been designed to ensure that our leaders have the knowledge, skills and behaviours needed by the University.

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Inclusion at the University is everyone's responsibility. Our vision is to build a University community that actively attracts, engages and develops talented individuals from many different backgrounds.

We are proud of our award-winning equality, diversity and inclusion action, and we continue to work to create a fully inclusive environment where everyone can flourish.

### **Selection – Next Steps**

Closing date:

Following the closing date, you will be contacted by email to let you know whether or not you have been shortlisted to participate in the next stage of the selection process. Please note that due to the large number of applications that we receive, it may take up to two working weeks following the closing date before the recruiting department will be able to contact you.

It is anticipated that interviews and other selection action will be held late January/early February 2024. Full details will be provided to invited candidates.

### **Creating a remarkable place to work**

We build teams of people from different heritages and lifestyles from across the world, whose talent and contributions complement each other to greatest effect. We believe diversity in all its forms delivers greater impact through research, teaching and student experience.

We are consistently ranked in the top 100 of the world's universities, but there's so much more to us than that. By joining the University, you will be joining award-winning teams and departments who are all working together to make the University a remarkable place to work.

Compiled by : **Fiona Louch**  
Compiled on : **12/15/23**

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