



JOB DESCRIPTION

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| JOB TITLE: | Painting and Decorating Apprentice |
| Sector/Section: | Facilities Management |
| Grade: | Apprentice Rate |
| Directly responsible to: | Painting and Decorating Supervisor |
| Line management of: | Not applicable |

PURPOSE OF JOB:

- To carry out a range of painting and redecoration projects as part of a planned schedule.
- To assist in the preparation of an appropriate planned schedule of redecoration projects.

MAIN RESPONSIBILITIES AND DUTIES:

Under the general direction of the Painting and Decorating Supervisor:

1. Under the direction of the Painting and Decorating Supervisor, undertake painting and redecoration across all buildings the College owns or leases.
2. To execute work under supervision and using own initiative, to a high standard ensuring that it is carried out safely and in compliance with relevant legislation.
3. To assist the College in complying with current health and safety legislation and/or regulations with the objective of ensuring that all reasonable and proper measures are taken to protect the safety and health of learners, staff and visitors.
4. To work as part of a team and take instruction from the Painting and Decorating Supervisor.
5. To maintain, update and complete paperwork as required in relation to the apprentice contract.

Other

6. To support and promote the work of the College at all times.
7. To undertake such duties as may be required by the Principal, commensurate with the grade and nature of the post.
8. In carrying out their duties the appointee must;
9. Comply with Health and Safety Regulations
10. Be aware of the College statement on Health and Safety
11. Be fully aware and comply with College policy on equal opportunities
12. Be fully aware and comply with College policy on safeguarding young people and vulnerable adults.

Place of Work

The principle place of work for this post will be the Corporation's premises at the Deane Road Campus. However, the post holder may be required to work on either a temporary or an indefinite basis at any premises at which it may from time to time provide services or at other locations, mainly in the Bolton area when required.

Probationary Period

If the post holder is a new employee to the College, the first 9 months of employment will be a probationary period, during which the suitability of the post holder for the position will be assessed. The Corporation reserves the right to extend the probationary period, if, in its opinion, circumstances so require.

Working Hours

The post holder will be expected to work such hours as are necessary for the proper performance of their duties and responsibilities with a minimum of 37 hours per week. The post holder may from time to time be required to work on a Saturday or Sunday, in which case time off in lieu will be given during the normal working week. The post will require some evening work to support student performance and may require Saturday working.

Appraisal

The post holder will be required to participate in a staff appraisal scheme approved by the Corporation.

Flexible Working

Whilst this particular position is normally located at Deane Road Campus, the Facilities Management Team operate on a flexible basis across the College and staff are required to give support in all areas/sites, as and when required by Management, with due regard being given to their specialism.

Training

The College wishes to encourage support staff to increase their skills and qualifications, for the benefit of the individual and the College. The post holder may therefore, at the discretion of the management, be required to undertake training and development appropriate to present and future needs of the College.

All support staff will be required to participate in an annual staff development review.

In the interests of health and safety, smoking is not permitted in Bolton College.

JOB DESCRIPTION PREPARED BY: Director of Estates

DATE: March 2017

