

Date issued...

JD category

Agreed by



PLUMPTON COLLEGE

Painter and Decorator	
Reporting to:	Head of Estates
Working hours:	Full time (37.5 hours per week / all year round)
Scale:	PC S4
Salary:	£25,077 - £28,896
Annual leave:	26 days per year, plus up to 8 bank holidays, and up to 5 efficiency days at Christmas
Contract:	2-year fixed-term

Job Purpose

Plumpton College is looking for an experienced Painter and Decorator to join our Estates team. This hands-on role plays a key part in maintaining the professional appearance and upkeep of our beautiful campus. The successful candidate will have solid experience in painting, decorating tasks, ensuring high standards of finish across both internal and external college spaces. You will work alongside a dedicated Estates team to support the presentation, safety, and functionality of college buildings, contributing to a welcoming and inspiring environment for students, staff, and visitors.

Duties and Responsibilities of the Job

1. *Painting & Decorating*

a. Carry out high-quality internal and external painting and decorating work including walls, ceilings, woodwork, and metal surfaces.
b. Prepare surfaces (e.g., filling cracks, sanding, priming) to ensure professional finishes.
c. Work to a planned maintenance schedule, ensuring spaces are refreshed and fit for purpose.
d. Undertake touch-up work and emergency decorating tasks as needed, including quick turnarounds between college terms or events.
e. Apply specialist finishes where required (e.g., anti-mould, fire-resistant coatings, or decorative features).
f. Maintain a clean and safe work environment during and after decorating work.

2. Site Presentation & Maintenance Support

a. Assist in the general upkeep and visual presentation of the site.
b. Collaborate with the wider Estates team on office/classroom moves, events set-up, and storage room refreshes.
c. Help ensure buildings remain clean, tidy, and welcoming, with attention to details like painted surfaces, skirting boards, and noticeboards.
d. Carry out minor maintenance tasks if needed, including fitting noticeboards, patch repairs, and assisting with basic carpentry or plumbing jobs.

3. Health, Safety & Compliance

a. Follow all relevant health and safety procedures, including COSHH regulations relating to paints and materials.
b. Use ladders, scaffolding, and other access equipment safely to complete decorating work at height.
c. Conduct regular checks of decorating supplies and ensure safe storage of all tools and materials.
d. Report any defects or concerns promptly to the Head of Estates.

Essential Criteria

a. Proven, hands-on experience in painting and decorating, ideally in a commercial, educational, or public sector environment.
b. Full UK driving licence.
c. Ability to confidently undertake manual handling and work safely at height.
d. Good attention to detail and pride in producing a high-quality finish.
e. Working knowledge of paints, materials, and decorating techniques.
f. Ability to work independently and as part of a wider maintenance team
g. Awareness of COSHH and other health & safety standards.
h. Basic computer skills (email communication, Helpdesk systems).
i. Commitment to supporting the visual and functional quality of the college environment.

Desirable Criteria

• Formal qualification in Painting and Decorating or related trade (e.g., NVQ Level 2 or above).
• Experience working in an educational or similar multi-use site.
• Forklift truck or D1 Minibus licence.
• Skills in other trades (e.g., plastering, tiling, basic carpentry) a plus.

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Qualifications / Skills / Knowledge / Qualities

It is crucial that the successful candidate shares our core values to ensure equality of opportunity and common purpose in delivering the college's strategic plan.

At Plumpton College we are:

1. Professional
2. Supportive
3. Enterprising
4. Passionate
5. Ambitious and progressive

Essential criteria for the post
Full UK driving licence
Ability to safely and confidently carry out manual handling tasks
Able to competently undertake basic maintenance and installation tasks.
Minimum of Level 2 in English and mathematics
Confidence and ability in using machinery
Basic computer skills – ability to communicate by email
Awareness of COSHH regulations
Excellent attention to detail in respect to site presentation and cleaning standards
The ability to raise standards in others
Ability to work at height using step ladders and platforms
Desirable Criteria for the post
Forklift truck licence and or D1 Minibus licence
Experience of working in a similar role

CONDITIONS OF EMPLOYMENT

Working Hours

Basic working hours are 37.5hrs per week undertaken from 0730hrs to 1600hrs daily (Monday to Friday). Some flexibility is required from time to time in response to site demands and planned events. This is a permanent post.

Annual Leave

This role attracts 26 days annual leave per year this is taken in consultation with the line manager. Annual leave may be taken across the year and is not limited to holiday periods. In addition, up to 8 bank holidays and up to 5 efficiency days are awarded when the college closes at Christmas.

Continuous Professional Development (CPD)

This post will be entitled to CPD for industrial updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

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Benefits

The candidate appointed to the post will automatically become a member of the Local Government Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover and the college will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

Equality and Diversity

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the college until the DBS Disclosure Certificate is received and considered by the Principal.