ROBINSON COLLEGE
STANDARD OF PERFORMANCE JOB DESCRIPTION

JOB TITLE: Painter/Handyman
RESPONSIBLE TO: Facilities Manager

MAIN PURPOSE:

KEY AREAS AND STANDARDS OF PERFORMANCE:

1. **TASK LIST AND RESPONSIBILITIES:** The tasks, functions and any key responsibilities of the job, to be carried out on a daily, weekly, monthly, etc basis.
   - **Duties and responsibilities:**
     1.1 Carry out day to day repairs and making good of damaged areas as instructed by line manager.
     1.2 Undertake minor project works as instructed by the Facilities manager or his deputy
     1.3 Complete all works to a high standard as agreed by the Facilities Manager
     1.4 Carry out emergency repairs in accordance with the college maintenance out of hours call in roster. (when appropriate)
     1.5 Maintain a positive and conscientious attitude towards Health and safety at the college; maintain high level of personal awareness of all hazards and safe systems of work in use at the College.
     1.6 Maintain a high standard of workshop housekeeping and safe practices.
     1.7 Maintain safe & secure material storage & ensure specialist meters/ tools fitness for purpose. COSHH etc.
     1.8 Support duties to aid other Maintenance team colleagues
     1.9 Any other duty that may be required discussed and agreed with your Head of department or the Bursar. Have good Computer literacy skills with email, word; excel basic business work record systems. (desirable but not essential)
     1.10 Hold a valid driving licence
     1.11 Demonstrate maintenance & engineering skills to support other colleagues with their duties.
2. **PUNCTUALITY, ATTENDANCE & APPEARANCE:**
2.1 To be ready to commence duties at the appointed time. Normally 8.30am
2.2 To remain on duty, productively working, until the appointed finishing time. 17.00 mon-Thursday, Friday 8.30-16.30
2.3 To attend work as scheduled.
2.4 To notify your supervisor/manager of any absences (e.g. holidays, sickness) that may occur in accordance with the procedure laid down in the Staff Handbook.
2.5 To dress in the required uniform/protective clothing or in accordance with the set Appearance and Dress Code.

3. **ATTITUDE TO WORK & CARRYING OUT INSTRUCTIONS:** Willingness and enthusiasm with which work is carried out.
3.1 To be reliable in the carrying out of instructions and tasks and to operate on a “right first time every time” basis.
3.2 To be trusted to perform at least at the required standard and to be relied upon to complete tasks accurately/correctly.
3.3 To listen carefully to instructions and to carry them out as directed.
3.4 To check if you have not clearly understood what is required of you.

4. **PRODUCT/TECHNICAL KNOWLEDGE:** The knowledge and experience required to carry out this job to the expected standard.
4.1 To undertake training as required in order to develop and improve your knowledge and expertise.
4.2 To be able to help and direct others accurately/correctly.
4.3 To develop general knowledge of the College location and layout, other departments’ services and products and this department’s services and products. Hold the relevant qualification in the field.
   - Five years relevant experience as a painter/decorator.
   - Good interpersonal skills and experience of dealing with people tactfully.
   - Demonstrate a positive and conscientious attitude towards Health and safety.
   - Have good physical fitness and ability to work at heights.
   - Demonstrate a positive aptitude to work as a team member

5. **ATTITUDE & BEHAVIOUR:** Positive interaction with other members of the team, supervisors and managers. General demeanour whilst at work.
5.1 To empathise with the individuals within the team to form positive relationships.
5.2 Positively participate to help create a good team atmosphere.
5.3 To be constructive in communication with others, be cooperative and helpful and be supportive as needed.
5.4 Honest and trustworthy. Pleasant in nature.
5.5 Keep your line manager advised of matters which may affect the smooth running of the department.
5.6 Demonstrate an understanding of other departments’ requirements and be supportive and helpful to them.
6. HEALTH & SAFETY & OTHER LEGAL ASPECTS:
The carrying out of duties so that self and others are not put at risk from general hazards.
6.1 Operate in a manner so as to ensure that you do not put yourself or others at risk.
6.2 Report any hazards that you observe.
6.3 Adhere to the Health & safety policy and procedures at all times making yourself aware of the H&S requirements in order to carry out your work in a safe manner.