Magdalene College
CAMBRIDGE

COLLEGE PAINTER
Job Description

The College

Magdalene College, (pronounced “Maudlin”) is one of the Colleges of the University of Cambridge. It was originally founded in 1428 and re-founded in 1542. Although we are rightly proud of our history, we are a thoroughly modern and forward-looking College. We have developed a strong programme in the Sciences alongside traditional strengths in Arts subjects and the first priority for students is academic work. However there is also a thriving extracurricular life in the College and the Tutors pride themselves on the high level of pastoral care offered to junior members. There are about 500 junior members of whom approx 330 are undergraduates and 170 are postgraduates. There are 35 Fellows, headed by the Master, who make up the Governing Body of the College and also 13 Research Fellows.

On the non-academic side, there are approximately 105 employees in all, split between the various departments of the College, including Porters, Housekeeping staff, Maintenance, Conference and catering, College Office and Tutorial staff.

Further details of the College are available on: the College’s Website: http://www.magd.cam.ac.uk

Purpose of the Job

The College seeks to appoint an experienced painter and decorator to work as part of a small in-house maintenance team providing a day to day maintenance service to buildings within the College’s main site and adjacent College owned outside properties.
Responsible to: Head of Building Services

Main Duties and Responsibilities

1. Carry out all aspects of painting and decorating work including:
   - Internal and external painting
   - Glazing to doors, windows and picture frames
   - Wall tiling – both new work and repairs

2. Ensure that stock levels of trade specific, frequently used, materials are maintained.

3. Assist contractors as and when required.

4. Assist other trades where necessary.

5. Respond to emergency call outs outside normal working hours, for which time off in lieu will be given.

6. Ensure that all works are carried out in accordance with the College Health and Safety Policy.

7. Attend courses, lectures and meetings as directed by the head of Building Services.

8. This list is not fully comprehensive due to the varied nature of the work required, so the post holder will be expected to carry out such other duties within their capabilities as may be required by the Head of Building Services or the Deputy Clerk of Works.

Person Specification

The following criteria are appropriate to this post:

Knowledge and experience:
1. Good knowledge and experience of preparation and painting skills on a variety of surfaces
2. Knowledge and experience of tiling and glazing
3. Experience of maintaining listed property

Personal skills and abilities:
1. Good motivation and the ability to work productively alone, as well as part of the team
2. Cooperative attitude and the ability to work as a ‘Team Player’
3. Ability to work from ladders, steps and scaffolding
4. The post holder will be required to carry and operate a college radio when on duty

**Salary and Conditions**

- The post is offered at a salary of up to £24,955 per annum.

- The post is 40 hours per week (full-time) Monday to Friday.

- 25 days annual leave (excluding Bank Holidays).

- There will be a six month probationary period.

- The post-holder may, subject to meeting the enrolment criteria, be eligible to join the College’s auto enrolment pension scheme at the relevant time.

HM/JR April 2021

*Registered Charity No. 1137542*