

**Message from the Director of Estates and Facilities Management**

*Dear Colleague,*

Loughborough University is a fantastic place to work and study. There is a real pride in the University that touches everyone associated with it. We want to attract and retain the best people to work in our Maintenance and Engineering team at Loughborough University and believe that we offer an attractive total reward package that includes: generous index linked pension, generous holiday allowance, access to sporting facilities and gym membership at staff rates and many other benefits. We hope that you will apply and look forward to meeting you

Throughout our history we have built upon our distinctive characteristics and enhanced our strengths. Our origins in 1909, as one of the UK's foremost technical institutes focused on meeting society's needs, set in train an ethos that is still evident at Loughborough today.

Our campus in the heart of Leicestershire – one of the largest in the UK, spanning 440 acres – provides a supportive and enriching environment with first-rate facilities for both staff and students. Loughborough is the largest single site University campus in the UK at 440 acres; it is located close to a market town and is only minutes away from the motorway network. The Estate is in a sylvan setting, with a huge variety of academic, residential, commercial and sports facilities and is 362,000 sq. m in total. There are 154 buildings as well as a further 85 acres that is currently agricultural land adjoining campus that has planning permission for the further development of the Loughborough University Science and Enterprise Park (LUSEP) and is part of an Enterprise Zone. Our Facilities have been voted the best in the UK for the last five years in the Time Higher Student Satisfaction survey and voted the best in the WhatUni 2018 and 2019 awards.

*Graham Howard*

## Job Title: Painter

Job Ref: REQ240849

General Details	
Job Title:	Painter
Professional Service:	Maintenance & Engineering Section
Location	Loughborough University
Tenure:	Open ended
Hours/FTE	37 hours per week
Grade/Salary	Grade 4 (£23,700 - £27,181)
Holiday	34 days inclusive of 8 Bank holidays and 6 University closure days
Pension	Automatic enrolment into the Local Government Pension Scheme with an employer's contribution of 21%
Starting date:	ASAP

Job Purpose
<p>The Maintenance Painter will be required to work as part of a large building fabric team carrying out planned, preventative and reactive maintenance across the University Estate. The role will be mainly painting and refurbishing within the student residential areas.</p>

Management & Supervision	
Reporting to:	Maintenance Building Manager/Building Supervisor

Responsibilities
<ul style="list-style-type: none"> <li>To carry out painting, decorating and allied trade's works in connection with maintenance and minor alterations, required to the University controlled premises. This may include managing contractual support with clerk of works checks on works.</li> <li>To estimate the requirements for Labour and contractual support plus materials and to advise the Fabric Delivery Manager</li> <li>In consultation with the building fabric residential park leader, be able to allocate work to tradesmen where necessary, to check the work when completed in order to maintain a high standard.</li> <li>To become familiar with and use new equipment and systems and to undertake special training where required.</li> <li>To ensure that work locations, and equipment used in the course of their duties are safe in accordance with the Health and Safety regulations at Work Act 1974, and to report to the Building Fabric Delivery manager any defective or unserviceable equipment.</li> <li>To carry out frequent checks on ARCHIBUS to ensure correct completion and submission to enable accurate records to be maintained.</li> <li>To understand and implement Health and Safety policies and requirements for yourself and others, commensurate with your level of responsibility within the Department to enable you to discharge your other duties and responsibilities safely</li> </ul>

## Professional Development

Loughborough University supports the professional development of colleagues and encourages continuous professional development to ensure professional skills and knowledge are maintained.

## Conditions of Service

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff/Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

## Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

## Organisational Responsibility

The role holder will report directly to the Maintenance Building Manager/Building Supervisor.

## Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria		
Area	Criteria	Stage
Experience	Experience of painting / decorating site and shop work	1 / 3
	Work in a wide range of building facilities	1 / 3
	Experience of working in multi-disciplinary teams	1 / 3
	Previous experience of dealing with people	1 / 3
Skills and abilities	Demonstrate ability to understand customer requirements	1 / 3
	Ability to work under own initiative and with other members of the section.	1 / 3
	Ability to organise own works	1 / 3
	To work effectively and efficiently	1 / 3
	To undertake work to the required standard	1 / 3
	To be able to work safely and take responsibility for the Health and Safety of other team members	1 / 3
	To have IT skills in order to carry out the duties required by the role	1 / 3
Training	A willingness to undertake future training as required.	1 / 3
Qualifications	NVQ level 2 diploma in Painting & Decorating or equivalent	1 / 3
	Educated to GCSE level or equivalent in maths & English	1 / 3
Other		1 / 3
	Full Driving Licence required.	1 / 3
	To be self-motivated and a strong team player with the drive to participate in team building initiatives.	1/3

Desirable Criteria		
Area	Criteria	Stage
Experience	Be able or willing to develop expertise in specific legislative disciplines e.g. fire safety.	1 / 3
Skills and abilities	To have IT skills in order to carry out the duties required by the role	1 / 3
	Competent or familiar with maintenance management systems.	1 / 3
	Asbestos awareness.	1 / 3
Qualifications	Recognised professional qualification.	
	Demonstrate evidence of continual personal development.	

## Conditions of Service

The position is full time and open-ended. Salary will be on Administrative Services Grade 4,

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## Informal Enquiries

Informal enquiries should be made to Dominic Eade, Building Fabric Supervisor by email at [dominic.eade@lboro.ac.uk](#) or by telephone on 01509 223111.