

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Apprentice Painter Decorator	Grade: Apprentice Grade Year 1 – 80% London Living Wage Year 2 – 100% London Living Wage
Section: Building Maintenance	Directorate: Environment and Community Services
Responsible to following manager: Contract Supervisor	Responsible for following staff: N/A
Post Number/s:	Last review date: August 2025

Working for the Richmond/Wandsworth Better Service Partnership

We're Richmond & Wandsworth Better Service Partnership, the shared public service team for Richmond and Wandsworth Councils. Like any local authority, our role is to deliver the agenda of our elected members on behalf of the people who live and work in our part of the world. We deliver key services to our communities including social care, public health, children's services, housing and regeneration and environmental and community services.

Our joint workforce creates efficiency and resilience by bringing more creativity to the way we work, more objectivity and adaptability too, helping us deliver better services for all our residents.

We're here to help our communities thrive in a changing world, and to be there for the people who need us most we believe we need to keep adapting. That's why, at Richmond & Wandsworth Better Service Partnership, you'll be at the forefront of innovation in local government, and we'll invest in you and offer you opportunities to grow in a way only our unique organisation can.

Job Purpose

Reporting to the Contract Supervisor and responsible for assisting in carpentry tasks and supporting various works throughout the Borough. You will work towards successful completion of the Level 2 Apprenticeship in Painting and Decorating.

Specific Duties and Responsibilities

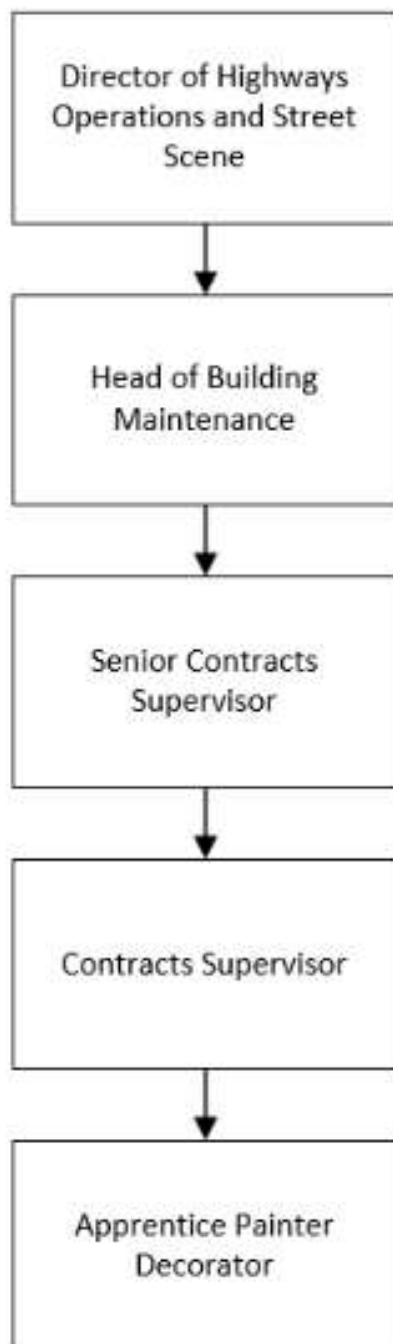
1. Work alongside an experienced painter and decorator, assisting in the preparation, painting, and finishing of surfaces within residential properties.
2. Carry out work in council tenants' homes, including those of vulnerable individuals, treating all residents with respect and professionalism.
3. Attend training sessions and toolbox talks as part of your development.
4. Complete all painting and decorating tasks to a high standard, ensuring clean, safe, and visually appealing finishes.
5. Support the collection and delivery of materials, tools, and equipment as required.
6. Accurately complete timesheets and other administrative tasks in line with council procedures.
7. Adhere to health and safety regulations and guidelines at all times.
8. Attend the nominated college and successfully complete the 24-month Painting and Decorating Level 2 Apprenticeship.
9. Carry out other non-decorating related tasks as required to support the wider building maintenance team.

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection, handling complaints and health and safety
- To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.

- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

Team Structure



Person Specification

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Our Values and Behaviours

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Basic knowledge of painting and decorating	X		A&I
Awareness of tools and materials used in painting and decorating	X		A&I
Understanding of the importance of maintaining a clean and safe work environment	X		A&I

Understanding of Health and Safety at Work Act as it applies to the role of Apprentice Painter Decorator	X		A&I
Experience	Essential	Desirable	Assessed
Previous experience or interest in plastering tasks and operations	X		A&I
Experience in working to high health and safety standards		X	A&I
Experience in using tools and materials related to painting and decorating works		X	A&I
Experience in working as part of a team		X	A&I
Skills	Essential	Desirable	Assessed
Self-motivated and able to work well as part of a team	X		A&I
Physical stamina and dexterity to handle painting and decorating tasks and tools	X		A&I
Basic problem-solving skills to assess and address issues as they arise	X		A&I
Good communication skills to interact effectively with tenants, colleagues and supervisors	X		A&I
Ability to complete timesheets and other administrative tasks on time and correctly	X		A&I
Will need to be able to pass the course entry tests for example in Maths and English	X		A&I
Qualifications	Essential	Desirable	Assessed
Commitment to undertake and complete the Level 2 Apprenticeship in Painting and Decorating	X		A/I/T/C

A – Application form / CV

I – Interview

T – Test

C - Certificate