

Job Title:	Cathedral Painter
Reporting to:	Executive Assistant to the Dean
Location	Metropolitan Cathedral of Christ the King, Mount Pleasant, Liverpool, L3 5TQ

Mission Statement

“Taking to heart the last words of the Lord Jesus, we will go into the world to proclaim the Good News to the whole of creation.”

Job Summary

Ensure the Cathedral fabric and building is kept in a well-maintained way as directed by the Executive Assistant to the Dean of the Cathedral.

Main Duties and Responsibilities

1. Make on-site preparations such as, covering fixtures and fittings in accordance with listed building status.
2. Prepare walls and other surfaces for painting by scraping, using sandpaper, removing old paint etc.
3. Fill cracks and holes with appropriate material.
4. Mix paint and other materials to prepare the right colour or texture.
5. Paint surfaces according to instructions with various tools.
6. Apply varnish and other finishes appropriately.
7. Adhere and follow all health and safety procedures, working in conjunction with the Cathedral maintenance team.
8. Order paint supplies and materials.
9. Cover interior walls and ceilings with wallpaper or fabrics as appropriate.
10. Operate and maintain high pressure, low volume spray machines.
11. Clean up job environment after work and return equipment and tools.
12. Maintain a clean work environment.
13. Submit finished work to Dean and the Executive Assistant to the Dean for approval.
14. Any other duties as deemed necessary and requested by the Dean and the Executive Assistant to the dean.

General

1. Where necessary, attend, support and contribute to in house and external training programmes to aid continuous individual development.
2. At all times act in a professional and appropriate manner and actively promote the ethos of the Archdiocese of Liverpool.
3. To undertake such other duties as may reasonably be required of you that are commensurate with your level of responsibility and experience.

Confidentiality

During your employment, you may gain knowledge of confidential matters, which may include personal and/or business-related issues. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

Data Protection

Where it is a requirement of the job for the post holder to use computers or other information technology, he/she will be required to ensure that security procedures are followed as appropriate and that confidential information for example, passwords, is not communicated to unauthorised individuals.

Safeguarding

The post holder, during the execution of this role, is unlikely to come into regular contact with children and vulnerable adults. At the date of issue, this role, having been assessed by the Archdiocesan Safeguarding Section, has been deemed not to require a Disclosure and Barring Service check.

Health and Safety

All employees are required by Section 7 of the Health and Safety at Work Act to take reasonable care of their own health and safety and that of others who may be affected by their acts and omissions.

Display Screen Equipment Users

Section 39 of the Employee Handbooks states that employees who, following a suitable assessment, are deemed to be a Display Screen Equipment (DSE) User will be eligible to have an eye test funded by the Archdiocese of Liverpool and, where necessary, financial support towards the costs of lenses.

This post does not require the job holder to habitually use DSE as part of their normal work and therefore is not classed as a Display Screen Equipment User.

Voluntary Duties:

During your employment, should you wish to engage with any activities in your local parish community, these are deemed voluntary in nature and must be undertaken outside of your contractual working hours, as they do not form part of your employment with the Archdiocese.

General Clause:

This job description is not intended to be exhaustive but to indicate the main responsibilities of the post and may be amended from time to time after consultation with the post holder. Any changes will be agreed in conjunction with the designated line manager.

Signed by Employee: **Date:**

Print Name:

Signed by Line Manager: **Date:**

Print Name:

Qualifications	Essential	Assessment Method
	<ul style="list-style-type: none"> Painting/ Decorating Qualifications or qualified by experience. Good verbal and written skills. 	Interview
	Desirable	
Experience	Essential	
	<ul style="list-style-type: none"> Previous experience of working as a painter or decorator. 	Interview
	Desirable	
	<ul style="list-style-type: none"> Knowledge of general painting and decorating procedures. Previous experience as working in a large-scale building as painter and decorator. Comfortable working at height on scaffolding and using equipment required for large buildings work. 	Interview
Skills and Knowledge	Essential	
	<ul style="list-style-type: none"> Excellent attention to detail. Demonstrate good practice and knowledge of Health and Safety legislation. 	Interview
	Desirable	
	<ul style="list-style-type: none"> Ability to be self-motivated to work on your own. Ability to liaise and communicate when required. 	Interview
Personal Attributes	Essential	
	<ul style="list-style-type: none"> Work in accordance with Cathedral procedures always maintaining the public face of the Cathedral. Flexible in approach to working hours. Physically fit and able to undertake work requires. Reliable with excellent timekeeping. Smart and presentable person with a friendly approach to work. 	Interview
	Desirable	