



## Job Description

<b>Job Title:</b>	<b>Electrician</b>
<b>Department:</b>	<b>Maintenance</b>
<b>Responsible to:</b>	<b>Electrical Supervisor</b>
<b>Last reviewed:</b>	<b>June 2022</b>

### Job Outline and Purpose:

The post of Electrician is a full time position and involves core working hours of 38.75 per week - exact times of working to be allocated by the Head of Maintenance through the Electrical Supervisor. In addition to these core working hours, the job holder will be required to work reasonable additional hours as are necessary for the proper performance of their role. This may include working early mornings, evenings and at weekends, especially on special event days.

The primary objective of the role is to provide support to the School in all aspects of electrical works including installation, repair and maintenance of all electrical equipment within the School's portfolio, ensuring that the School is safe, compliant and fit for purpose. In addition, the job holder will be required to follow practices and procedures as agreed by the School.

The duties of this post will include lifting and manual handling, therefore, the job holder should be familiar with the procedures required for these areas. There will also be required to hold a full driving licence and be able to drive a small truck/van.

It is essential that the job holder is able to work well under pressure, and is able to meet deadlines whilst still retaining a high level of organisation and accuracy.

Please note that all duties undertaken by the job holder must be carried out efficiently, effectively, within deadlines and to the standards acceptable to the Head of Maintenance through the Electrical Supervisor and the School's management team.

### Duties:

- to carry out emergency, planned and reactive maintenance and repairs to the Schools' electrical systems, circuits, fittings equipment and plant and to ensure that all works carried out are compliant with all current legislation, including IEE Regulations, and building regulations, etc.
- to inspect, test, maintain and repair electrical equipment, fittings and wiring circuits/installations and to ensure that all works carried out are compliant with all current legislation, including IEE Regulations, building regulations, etc.
- to record all inspections and findings in accordance with current legislation, and to provide these to the Head of Maintenance through the Electrical Supervisor to enable accurate and current records to be entered onto the Collegiate database system

- to carry out repairs, alterations, additions and when necessary, new installations including notifiable works under Part P of the building regulations in accordance with current legislation
- to advise the Estate Manager, Head of Maintenance and Electrical Supervisor of new electrical based innovations or changes of regulations which may impact on the Schools' working environment or departmental budgets
- to provide appropriate electrical information to enable design for refurbishment projects and ongoing maintenance works being undertaken, e.g. existing loading patterns of existing circuits, plant and equipment
- to carry out alterations and install computer and alarm system wiring in conjunction with the IT department and the schools maintenance contractors
- to assist with the installation and setting up of the Schools' sound system as required for events such as Speech Day, Military Tattoo, sports day, athletics meetings, etc.
- to ensure that the School complies with current Electrical Health and Safety regulations
- to install fire detection cabling, sounders, detectors ready for commissioning by others
- to be part of a team of three electricians on call to provide out of hours cover for electrical breakdowns (one week in three)

#### **General Duties:**

- to receive and deal with all correspondence, including, telephone calls and e-mails, in an appropriate manner
- to establish and maintain effective communication channels and efficient/effective working relationships with other members of the department, School personnel and School customers
- to remain up to date with all appropriate practices, procedures and regulatory requirements within your allocated areas of responsibility and to undertake your duties in line with established Haileybury practices and protocols
- to assist the Head of Maintenance through the Electrical Supervisor to design and implement efficient and effective working systems and to review and improve such systems over time, as required
- to be proactive in analysing departmental working practices and procedures and to suggest to the Head of Maintenance through the Electrical Supervisor where improvements can be made. To provide appropriate recommendations for improvements in working practices and to implement recommendations approved by the Head of Maintenance through the Electrical Supervisor

- to keep the management team up to date and informed about all allocated areas of responsibility and to report any significant problems as appropriate and within a reasonable time frame
- make use of appropriate computer software and equipment and facilities in order to complete duties in the most efficient and effective way including, but not limited to word processing packages, spreadsheets, databases, etc.
- undertake appropriate training to ensure that skills remain up-to-date and commensurate with the first class service required for this role; e.g. updating from IEE 16<sup>th</sup> edition to IEE 17<sup>th</sup> edition, or changes to building regulations such as the introduction of Part P
- at all times to carry out duties in a safe manner, so as not to endanger the jobholder or others. If the job holder considers something is unsafe or likely to cause injury or ill health, they must report it to the Head of Maintenance through the Electrical Supervisor. The job holder should read and understand the Haileybury Health and Safety Policy, which will be made available at their place of work
- such other duties as required to ensure the smooth running of the Maintenance Department
- to undertake your responsibilities at Haileybury in respect of Data Protection. Staff members are responsible for ensuring that any personal data held by them is kept securely. This includes, appropriate use of computer ID's and passwords
- to undertake your responsibilities to promote the safety and wellbeing of children and young people

It should be noted that the above list of duties is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only. Haileybury requires its employees to take a flexible approach to working and encourages team working between different departments. Therefore, throughout their career at the School, the job holder will be required to undertake any duties (operational or administrative), as required by the Maintenance Management Team which falls within their capabilities and which are in accordance with the usual practice of an independent boarding school or a Maintenance Department.

## **Required skills - Essential**

### **Personal Qualities:**

- good communication and interpersonal skills at all levels;
- ability to work as part of a team and have flexibility;
- well organised with the ability to prioritise tasks;
- the ability to work to deadlines and under pressure;
- able to work individually and on own initiative;
- polite and confident;
- enthusiastic and the ability to learn;
- numerate/literate;
- proactive, self-motivated, enthusiastic and resourceful;
- honest, reliable, committed and punctual.

### **Skills:**

- proven track record in the field of electrical work;
- working with a variety of building materials;
- able to drive and hold a valid driving licence;
- good working knowledge of Health and Safety legislation;
- the ability to work in a way that promotes the safety and wellbeing of children and young people.

### **Qualifications:**

- City & Guilds - Certificate in the Requirements for Electrical Installations (BS 7671:2008) - Vocational (No 2382 - 10) or equivalent
- City & Guilds Certificate in Fundamental Inspection, Testing and Initial Verification - Vocational (No. 2392 - 10) or equivalent
- City & Guilds for in Service Inspection and Testing of Electrical Equipment - vocational 3 (No. 2377 - 11) or equivalent

## **Desirable**

### **Experience:**

- working in a school or other educational environment.

### **Qualifications:**

- First Aid
- Health and Safety
- City & Guilds - Inspection, Testing, Design and Certification of Electrical Installations - Vocational 3 (No.2391 - 10) or equivalent

### **Child Protection at Haileybury**

In addition to their job description, the job holder should be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons who they may come into contact with whilst at Haileybury.

### **Health & Safety at Haileybury**

Under the Health and Safety at Work etc. Act 1974 and associated legislation, colleagues at Haileybury are expected to be comply with H&S requirements at all times, including but not limited to Risk Assessments, COSHH, PPE, Manual Handling and to follow Haileybury policies/procedures. Specifically, colleagues must continuously carry out all duties in a manner, which endangers neither themselves nor others. If you consider something is unsafe or likely to cause injury or ill health, you must rectify it if safe to do so, or report it to your immediate manager or the Health and Safety Manager.

### **Data Protection at Haileybury**

The School will comply with its obligations under the prevailing data protection legislation when processing your personal data. For further detail in this regard you should refer to the School's Data Protection Policy and the Staff Privacy Notice which can be found on the website <https://www.haileybury.com/privacy-notice>

### **Code of Conduct Statement**

Colleagues at Haileybury are expected to work together showing respect, courtesy and helpfulness, cooperatively working with a positive ethos and culture, whatever the staff member's position may be. Each individual should try to see and appreciate what others are doing and understand that the provision that we offer our pupils can flourish only with the active assistance of all concerned.