

BROMSGROVE SCHOOL

Require a qualified

MAINTENANCE ELECTRICIAN

(full-time)

To work within the School Estates Department.

For an informal discussion regarding the post, please contact the Estates Manager
Telephone 01527-579679 Ext. 388.

Closing date Wednesday 25th February 2015.

The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening including checks with past employers and the DBS.

JOB DESCRIPTION:	Maintenance Electrician
Line Manager:	Estates Manager and Lead Supervisor - Maintenance
Hours of Work:	40 per week (notionally) Monday to Friday 8am-5pm-Flexibility is key to this role and some wk end/call out work will be required at times, to meet the needs of the business.
Salary:	£26,500 p.a.
Holidays:	25 days per annum. Holiday year runs from 1 st January to 31 st December. After the completion of five years' service there is an additional 2 Days leave.
Sick Pay:	Statutory Sick Pay in the first year of service After completion of one year- one week on full pay. After completion of two years- three weeks of full pay. After completion of three years- five weeks of full pay. After completion of four years-eight weeks of full pay. Eight weeks is the full Entitlement.
Pension Scheme:	A contributory pension scheme of up to 5% is available
Additional Benefits:	Free lunch break, free car parking, uniform provided and use of sports/gym facilities when available.

MAIN DUTIES AND RESPONSIBILITIES

1. Carryout electrical work around the whole school campus in a competent manner, to include consumer unit changes, electrical rewires, wiring/board upgrades minor works projects and fault finding
2. To be fully conversant with all aspects of electrical installation works of both 230v and 400v
3. Carry out periodic inspection and testing around the whole campus completing the necessary test certification in accordance with IEE wiring regulations. Also, complete other electrical certification as directed by the line manager
4. Ensure compliance with IEE Wiring Regulations at all times, and that appropriate materials and practices are used
5. To undertake testing of all portable and fixed electrical equipment as required (PAT Testing)
6. Liaise with customers and arrange access times and discuss works
7. Carryout and complete all works to a high standard and in a competent manner and ensure the property is left clean and tidy
8. Give advice on technical matters to the Lead Supervisor and to any other persons as directed by the Estates Manager
9. Work as part of a team and other trades, sub-contractors as necessary to ensure the timely completion of works within agreed operational targets
10. Ensure accurate and timely completion of all paperwork including job collegiate to your lead supervisor within agreed timescales
11. Ensure that any required qualifications, re-training are kept up to date and remain valid
12. Attend meetings, training sessions as required
13. Participate in out of hours emergency service
14. To act at all times in accordance with the school`s policies and procedures and financial regulations. Observe and comply with the schools Health and Safety Policies and procedures. Understand risk assessments and method statements
15. Carry out any other duties as may be required appropriate to the post

PERSON SEPCIFICATION:

Essential

Desirable

Experience and Qualifications:

Fully qualified electrician, accredited with the following:-

City & Guilds 236 part 1 & 2-Electrical installation	*	
City & Guilds 2382 (17 th Edition)	*	
PAT-Testing Hard Wiring	*	
Health & Safety Qualification		*
Full clean Driving Licence	*	
I.T. Literate (Understanding of Trend Systems)		*

Skills, Knowledge and Abilities:

- Excellent timekeeping *
- Excellent communication skills, verbal and written *
- Good organisational skills *
- Team player/Customer focused *
- Friendly and approachable *

Special Conditions/Requirements:

- Ability to work outside in all weathers *
- Working from heights and confined spaces *
- Out of hours emergencies *