



## Job Description

<b>Post title:</b> Electrician	
<b>Department:</b> Estates	<b>Date compiled:</b> 14 March 2022
<b>Salary:</b> £27,543 per annum.	<b>Hours per week:</b> 37.5 <b>Weeks per year:</b> 52 <b>1.0 FTE</b>

**Immediate line manager:** Estates Manager

**Role Purpose:**  
 The Electrician will be a member of the Estates Department maintenance team, reporting to the Estates Manager (and his absence the Deputy Estates Manager). They will be expected to liaise closely with other members of the maintenance team in providing a planned breakdown, refurbishment and replacement service to the School. All works shall comply with the latest Edition of the IEE regulations and associated codes of practice.

**Principal duties and responsibilities:**

- **Mains/Submains:** Maintenance, repair and replacement of the existing mains/submains distribution system.
- **Power/Lighting:** Maintenance, repair and replacement of the existing power and lighting services.
- **Boiler Controls:** In conjunction with other trades and contractors, carry out repairs to the existing boiler plant and associated systems.
- **Maintain and carry out repairs to CCTV, Data Systems and other equipment on the site as directed.**
- **Electrical Installation Testing:** Carry out the testing of the School's new and old electrical installations.
- **General:** All Estates personnel are required to assist other trades where applicable.
- **Procurement:** General estimation and procurement of materials to carry out duties.
- **Communication:** Work alongside and communicate effectively with other trades and school personnel to make them aware of your team's impact on their environment.
- **Efficiency:** All works to be carried out in a timely and efficient manner and following all current health and safety guidance.
- **Health and Safety:** All relevant PPE will be supplied and is expected to be worn at all times.
- **Any other duty which may be reasonably requested by the line manager.**



The complexity of the School's building, plant and equipment are such that the Estates Department has call-out procedures for tradesmen in the event of an emergency or major systems failure. The Electrician will be expected to operate within these under the direction of the Estates Management Team.

For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have a contractual effect.

All staff are expected to comply with the School's Health and Safety policies in the performance of their duties.

<b>Job description drawn up by</b>	Patrick Trower, Estates Manager	Date: 14 March 2022
<b>Approved for department by</b>	Human Resources	Date: 14 March 2022