

Job description and person specification

Bede's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Job description

Job Title:	Electrical Maintenance Engineer
Reporting to:	Facilities and Maintenance Manager
Line management responsibility for:	Estates
Main purpose of the role	
To provide an exceptional level of service to St Bede's School trust (Bede's) by managing cost efficient, legally compliant and regulated Electrical systems, specialised equipment and new technologies throughout the trust that meet the Net Zero strategy and the current and future needs of the school.	

Main duties and responsibilities:

- 1. Works Scheduling and Allocation:** To assist with daily work scheduling for the electrical team and contractors according to priorities taking into account reactive, planned maintenance and Estates projects ensuring that they fall within service level agreements and allocated budgets.
- 2. Research and Planning:** Work closely with the Facilities and Maintenance Manager researching the latest renewable and sustainable systems, equipment and materials for maintenance and projects whilst taking into account budget costs, the schools commitment to its Net Zero strategy and ensuring that the most cost and time effective options are presented for approval.
- 3. Emergency Response Working:** Work as part of a team responding to emergencies during the normal working day, liaising with the Facilities and Maintenance Manager, Senior School Security Coordinator and Prep Security Caretaker on issues that need escalating which will ensure the safety for the Bedes community. You may also be required to respond to emergencies out of hours in accordance with the guidelines set out within the "on call rota", helping to ensure an effective 24 hours emergency service to the Trust.
- 4. Electrical Maintenance and Installation:** As the qualifying NICEIC Engineer, ensure that all electrical repairs and installations (in house and contracted) are carried out to National Inspection Council for Electrical Installation (NICEIC) regulations and that accurate records are completed for annual inspection and assessment through the NICEIC qualified assessors.
- 5. Specialised Equipment and Plant:** Ensure that all specialised renewable and new technologies (Biomass, Solar, Fire systems and EV(Electric Vehicle) etc) are installed, maintained and repaired to meet the regulatory requirements to ensure compliance and safety for the Bede's community.
- 6. Work Equipment, Materials and Standards:** Responsible for overseeing the maintenance repairs and calibration of tools and equipment and ensuring that properly serviced equipment is used at all times.
- 7. Health and Safety:** Undertake all work in accordance with the trust H&S and associated school policies, being vigilant to alert and rectify any areas of concern on trust property and reporting as appropriate to ensure safe working practices at all times.

- 8. Personal Development and Training:** Responsible for the correct level of training and changes to relevant regulations are identified (within the area of specialism) understood and put into place to ensure that all aspects of work are dealt with in a safe, controlled and efficient manner.

Bede's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Person Specification

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed Application Form and covering letter (A), at interview (I) and in some instances by an exercise (E).

Requirements	Essential / Desirable	Measured by A, I, E
Education and Qualifications		
<ul style="list-style-type: none"> NVQ level3 Electrician with minimum of 4 years Experience. 	E	AI
<ul style="list-style-type: none"> Certificate in electro technical technology 2330 Certificate in the requirements for Electrical installations 2382; Certificate inspection and testing 2391 	E	AI
<ul style="list-style-type: none"> Qualified Supervisor for NICEIC Compliance 	D	AI
<ul style="list-style-type: none"> Qualification in a renewable energy specialism (EV, solar,PV ,Biomass etc) 	D	AI
<ul style="list-style-type: none"> Trained with certification to 18th Edition (or latest version at time of applying) 	E	AI
Knowledge and Skills		
Managing project work	E	AI
Knowledge of Building Management Systems	E	AI
Have full understanding of H&S regulations	E	AI
Knowledge of renewable energies and systems.	D	AI
Supervisory skills (ideally 2 years+ experience)	D	AI
Experience		

EXCEPTIONAL BEDE'S

Experience in problem solving with the ability to identify and implement practical solutions.	E	AI
Experience and expertise in an area of renewable energy.	D	AI
Personal competencies and qualities		
Able to work alone or as part of a larger team	E	AI
Professional and flexible approach	E	AI
Other Requirements		
Must be adaptable and able to carry out all other aspects of building maintenance	E	AI

All posts are subject to the receipt of a satisfactory DBS certificate, references, medical checks, proof of identity and copies of qualifications, where a requirement of the role.