

# SEVENOAKS SCHOOL

## JOB DESCRIPTION



## Appointment of Electrician







## The School

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for pupils from the age of 11 to 18.

Inspiring facilities, together with expert, enthusiastic and imaginative teaching, provide rich opportunities for students participating in lessons, and a wide variety of sports and the performing arts.

The school's international make-up and outlook promote the principles of tolerance and open-mindedness. About 350 pupils board in the seven boarding houses, and students originate from some 40 countries worldwide.

In 2013 the Independent Schools Inspectorate (ISI) awarded Sevenoaks School the rare accolade of 'Exceptional' for its students' achievement. In the new style inspection in 2017 pupils' achievement and personal development were judged excellent, the highest grades. Sevenoaks was also the highest performing fully co-educational school, and the one with the largest cohort, in The Sunday Times Parent Power's top 50 fee-paying schools for the IB in 2015. In 2017 we were, for the

second time in 10 years, awarded The Sunday Times Independent School of the Year for 2018.

This excellence is achieved by bright, motivated students, inspired by highly qualified and dedicated teachers in well-resourced classrooms. The school has over 150 teaching staff, well supported by a large number of ancillary staff. A professional pastoral team of specialist tutors, boarding house staff and year heads give care and guidance, promoting student happiness. The mutual respect shared by students and staff generates a harmonious and purposeful atmosphere.

Every pupil is encouraged to be curious, creative, critically aware, and to develop his or her passion and talent to the full. Life is fast-paced, dynamic, and expectations are high. At the same time, the school seeks to cultivate in its pupils the habit of reflecting on their learning, and on how they contribute to society more broadly. Ambitious and principled, confident and compassionate, our pupils are prepared for leadership and teamwork in the wider world.

Regular assemblies, tutor group meetings and a programme of talks help the social and emotional understanding in our pupils, and a long tradition of voluntary service and local and international charity projects advances a core set of values across the student body.



## The Campus

The school is situated in the Kent market town of Sevenoaks, and has a prime position at the top of the High Street. The 100-acre site, which includes a number of listed buildings, is beautifully landscaped and adjoins the medieval deer park of Knole. London is only a 30-minute train journey away. Gatwick International Airport is also only 30 minutes away, and there are good transport links to other London airports and the Channel Tunnel.

The school's first-class resources and facilities include a superb sports centre (The Sennocke Centre) opened in 2005. A state-of-the-art performing arts centre (The Space), which provides four outstanding venues for music and drama, was opened in 2010. The next major projects currently underway are a Science & Technology Centre and a Sixth Form Global Study Centre, which the school plans to open in 2018, and new boarding accommodation which should be ready for occupation by 2019. Further information about the school can be found at: [www.sevenoaksschool.org](http://www.sevenoaksschool.org)

## The Department

The Estates Department, under the Estates Manager, is responsible for the efficient management, maintenance, repair and

improvement of all School property, grounds and gardens, together with repair and replacement of furniture, furnishings and equipment. There are a total of 12 employees in the building maintenance team covering a wide range of skills, plus grounds and gardening staff.

## The Role

The Estates Department are recruiting for an Electrician to work under the general direction of the school's Mechanical & Electrical Engineer. The Electrician will carry out the electrical works relating to maintenance and development of the school buildings, Boarding Houses and staff accommodation on all school sites and will be responsible for supervising the Apprentice Electrician.

## Primary Responsibilities

To react to day to day electrical maintenance tasks as directed by the Estates M&E Engineer, Estates Manager, or Estates Assistant.

To undertake pre-planned maintenance and repair of electrical installations, to include:

- Internal and external luminaire re-lamping and cleaning.
- Switchgear maintenance (mains-income, switch disconnectors, fused switches,





isolators, distribution boards and consumer units).

- Cabling and cable support systems.
- Carry out Periodic Inspection and testing of fixed installations in accordance with BS 7671 Requirements for Electrical Installations. IET Wiring Regulations.
- Repairs to emergency lighting.

To undertake pre-planned maintenance and repair of electrical equipment, to include:

- Plant controls and control panels.
- Motors, fans and pumps.

To carry out in-service inspection and testing, maintenance and repair of portable, movable, hand-held, stationary, or fixed equipment or appliances, in accordance with the IEE code of practice for in-service inspection and testing of electrical equipment.

To carry out additional duties required as part of the Estates Department as directed by the Estates Manager, or Estates M&E Engineer.

## Secondary Responsibilities

- To undertake minor electrical installation works and certify them in accordance with BS 7671: 2008.
- To coordinate electrical works with the Estates Supervisor where works involve a

number of trades.

- To supervise the duties of the Apprentice Electrician.
- To maintain a small store of stock electrical materials.
- To carry out repairs or adaptation work to the school's lesson change bell systems.
- To operate (International Powered Access Federation trained) and maintain mobile elevating work platforms in support of electrical tasks and for other tasks as directed.
- To assist with the setting up of venues for School special days such as Leavers and Founders Day.

## Health & Safety

The Electrician is expected to co-operate with the Estates Department Health and Safety procedures and to wear personal protective equipment where provided.

## The Person

It is essential that the Electrician is experienced in installation, upgrade and verification of electrical installations such as those of commercial, light industrial, residential, domestic and public premises and also temporary installations including construction



sites, exhibitions, shows, external lighting and low voltage generating sets.

attend electrical/non-electrical matters as required (maximum 1 week in 6).

## Experience & Qualifications

The Electrician is required to hold and maintain current the following relevant qualifications:

City and Guilds 2360: Parts 1, 2 and Course C in Electrical Installations.

City and Guilds 2382: Certificate in the Requirements for Electrical Installations (BS7671:2008).

City and Guilds 2391: Inspection, Testing, Design and Certification of Electrical Installations.

City and Guilds 2393: Certificate in the Building Regulations for Electrical Installations in Dwellings

## Salary

The annual salary offered for this role will be commensurate with experience and qualifications but is likely to be in the region of £32,000 to £34,000 per annum.

## Pension

Membership of the support staff Group Personal Pension Scheme is available for the person in this role. If the successful applicant does not join the pension scheme and is eligible for Auto Enrolment, then they will be enrolled at the appropriate time in the school's Auto Enrolment pension plan. Further details can be obtained from the Personnel department.

## Hours of Work / Working Pattern Requirements

The basic hours are 8am to 4.30pm Monday to Friday with an unpaid lunch break of 30 minutes, and 8am to 1pm on Saturdays when the School is in session (approximately 12 Saturdays per annum).

The Electrician will be expected to respond to emergency call outs outside normal working hours and will be on call on a rota basis to

## Holidays

Holiday entitlement is 28 days paid holiday per annum including public holidays. All holiday needs to be approved in advance by line management. It is also expected that holiday will be taken during the school holidays.

## Offer

The successful applicant will be offered the





role subject to the satisfactory completion of a number of background checks including but not limited to; an enhanced DBS check, the taking up and verification of references, the verification of career history, and a medical examination by the applicant's G.P. We also reserve the right to contact any previous employers for a reference request on your behalf.

## Child Protection

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

The successful applicant will be required to complete the Disclosure Certificate System operated by the Disclosure and Barring Service (DBS) before taking up the appointment.

## Note

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the school in relation to the post holder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role. The school is also constantly evolving and the post holder should expect to learn new skills and adapt to new structures as required to meet the changing needs of the school.

## Application

If you wish to be considered for this role, please complete the online support staff application form at <http://www.sevenoaksschool.org/support-vacancies/>. The form must be completed in full and submitted electronically. CV's can also be submitted but cannot replace any information on the application form which should be submitted in full.

Please contact the Personnel Office at [personnel@sevenoaksschool.org](mailto:personnel@sevenoaksschool.org) or telephone 01732 467 740 if you have any questions about a completed application.