



FELSTED SCHOOL JOB DESCRIPTION

Electrical Engineering Apprentice

The Role

Accountable to: Electrical Supervisor and Mechanical & Electrical Manager

To carry out all types of electrical work (and other related trades) to maintain, improve and enhance school buildings, whilst working in conjunction with other Works Department tradesmen. To carry out any tasks within the job holders skill and ability.

Role Responsibilities

- To study and complete the Electrotechnical Apprenticeship
- To assist in undertaking daily maintenance, fault finding and repair to the electrical installations within School properties.
- To assist in undertaking minor works in respect of renewing, replacing and repairing the electrical installations within the School.
- To assist in undertaking new electrical installations as directed including works to fire alarms, emergency lighting, low voltage power, mains distribution and sub mains.
- To assist in undertaking testing of portable appliances within the School.
- To assist in undertaking any reasonable task at the request of the Works Manager/Estates Manager.
- Attending College/training as necessary in order to complete the prescribed apprenticeship course.

Skills, Knowledge and Experience

Essential:

1. Keen interest in electrical work
2. Good level of education, A*-C grade GCSE's in Maths and English or hold equivalent qualifications
3. Positive 'can-do' attitude towards customer service
4. Should be confident in team work and working with people and building effective professional working relationships
5. Good communication skills
6. Should be familiar with common IT software and be proficient in the use of Word and Excel

Desirable

7. Previous electrical experience and/or already enrolled on a recognised Electrical Apprenticeship Programme
8. Hold a full UK/EEA Driving Licence

Reward and Recognition

- Annual leave allowance of 20 days each year plus public holidays
- Employer and employee contributory Pension scheme (matched contribution at 2.5%)
- Free life assurance scheme
- Free lunch on full days worked
- Free membership of the Felsted Fitness Centre and swimming pool facilities
- Free parking
- Free uniform provided
- Free membership to FelstedConnect.org
- Subsidised on-site Coffee Shop by illy

Terms of Employment

- All-year round, 52 weeks per year
- Apprenticeship takes between two and five years to complete
- Location of work will be Felsted School, Felsted, Essex, CM6 3LL
- Working pattern is five full days per week between Monday and Saturday (8:00am to 5:00pm)
- Apprenticeship salary of £8,320 per annum (in year one of the apprenticeship)
- Working 40 hours per week

Other training providers/colleges will be considered, depending on the location of the successful applicant.

It is every employee's responsibility for promoting and safeguarding the welfare of children and young persons he/she is responsible for or comes into contact with. Therefore, all employees are asked to undertake a Disclosure and Barring Service check.

Signed: _____ Date: _____