



# The Fernwood School

*High Achievement with Care & Discipline for All*

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## Job Description

### CARETAKER (ELECTRICIAN)



<b>Job Title:</b>	<b>Caretaker (Electrician)</b>
<b>Grade:</b>	£29,270 - £32,242 (F5-1 – F5-4)
<b>Reports to:</b>	Head of Operations
<b>Responsible for:</b>	Maintaining clean, safe and secure school premises, including buildings and grounds to provide a safe, efficient and effective learning and working environment for students and staff.
<b>Main Purpose:</b>	<p>The post holder will lead on the provision of electrical work and repairs for the school premises.</p> <p>The postholder will support the supervision of school cleaning staff. Organise routine maintenance and servicing of equipment and repairs and supervise external contractors.</p> <p>Keep appropriate records, ensuring they are available for inspection.</p> <p>Carry out cleaning duties, handyperson activities, routine maintenance and refurbishment, portage and repairs.</p> <p>Promote health and safety around the school and provide a safe learning and working environment in accordance with relevant legislation.</p> <p>Management of site security, carry out grounds maintenance tasks and preparation for and supervision of lettings.</p> <p>Communicate with tact and diplomacy, establishing positive relationships with stakeholders and will seek to promote the school ethos at all times.</p>

### Main Activities:

#### Electrical Work

- Issuing Electrical Installation Certificates (EIC) and Minor Electrical Installation Works Certificates (MEIWC) as necessary for works completed
- Emergency light checks and monthly schedule
- PAT Testing schedule
- Undertaking Electrical Installation Condition Reports (EICR) and associated remedial works (5 yearly cycle)
- Supporting the ICT network team as required with network cabling, installation of screens, projectors, CCTV and access control systems where required
- Maintenance of external lights including the school perimeter and artificial grass pitches
- LED light replacements, motion sensor replacements, installation of timers and light sensors



- Proactively reviewing improvements to the electrical installation
- Reviewing electrical energy efficiency

### **Maintenance**

- Routine fire alarm testing and inspection of equipment to ensure compliance with fire safety regulations
- Routine intruder alarm testing and inspection of equipment to ensure compliance with regulations
- Keeping of maintenance records
- Undertake inspections of the buildings, fixtures and fittings and equipment
- Keep fixtures, fittings and furniture in a good state of repair
- Maintenance of flat roofs and drains

### **Grounds Management**

- Undertaking grounds maintenance tasks and gardening duties
- Grass cutting, pruning, hedge trimming, weeding, line marking
- Undertake regular inspections of the grounds and equipment

### **Lettings**

- Coordinate and supervise school lettings, including booking enquiries, scheduling, liaison with hirers, record keeping and invoicing
- Attend to the requirement of hirers of the premises for the purposes of evening and weekend lettings and school functions

### **Facilities**

- Key holder duties, including responding to alarm calls outs
- Ensure day to day security of the site and buildings
- Day to day operation of plant and equipment
- Administration of the Premises Helpdesk and the use of school management systems, including statutory record keeping
- Preparation of the site for lettings, performances and major events
- Arrange statutory testing, cleaning of plant and equipment, maintenance, servicing and repairs in accordance with the specification and faults reported
- Obtain quotes from contractors for larger repairs
- Ensure that all expenditure is within budget limits, that purchasing is in accordance with guidelines and all necessary procedures are followed before any commitment is made
- Keeping of appropriate records
- Supervise and monitor the work of contractors, ensuring safe working practice and quality of work
- Keep fixtures, fittings and furniture in a good state of repair
- Keeping up to date with changes in legislation (especially health and safety) and best practice in facilities management



## Health and Safety

- Provide a safe learning and working environment in accordance with relevant legislation
- Promote health and safety around the school
- Perform duties in line with health and safety regulations, including COSHH and take action where hazards are identified, including the completion of repairs
- Carry out and record regular health and safety checks
- Report any Health & Safety problems to the Operations Manager
- Complete and review statutory risk assessments
- Provide safe access to the school in cold weather conditions
- First Aider duties

## Security

- Support the management of site security, including monitoring and operation of CCTV
- Undertake inspections of the grounds and equipment
- Keep records relating to maintenance and security

## Cleaning

- Support the supervision of the cleaning team on a daily basis
- Operate and oversee the use of domestic and industrial cleaning equipment and materials.
- Undertake daily spot cleaning as required and cleaning duties in the event of staff absence

## General Duties

- Use relevant ICT systems to view, plan and record work undertaken
- Ensure school vehicles are kept in good order and safe operation, including vehicle checks, tyre inflation, driving vehicles to re-fuel, etc.
- Carry out emergency cleaning duties, such as gritting and cleaning up spillages
- Carry out portage duties, including moving furniture and equipment around the school
- Litter picking and emptying of bins
- Disposal of confidential waste
- General maintenance e.g. unblocking sinks/toilets, changing lights, attending to boilers
- Undertake basic repair work, maintenance, painting, decoration, premises improvements and handyperson tasks
- Take responsibility for the maintenance of tools, equipment and products, including arranging replacements and ensuring good stock levels
- Undertaking any other duties that may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.



### **Supplementary Information**

The nature of the position requires a flexible working pattern to meet the operational needs of the school. The work routine is a four-week rotating shift pattern from 5.30am to 9.30pm, including weekends. Shift times may be varied with 28 days' notice to meet the requirements of the school's operations.



Person Specification for Caretaker (Electrician)	Criteria Type	
	Essential	Desirable
<b>Experience</b>		
Experience of working as a qualified electrician	✓	
Experience of working with network systems, alarms, access control and similar	✓	
Proven experience in supervising cleaning staff and managing contractors		✓
Experience of working in a school or similar role		✓
Experience of trades such as plumbing, joinery, electrics, roofing, plastering, bricklaying, painting		✓
<b>Qualifications &amp; training</b>		
Registration with the National Inspection Council for Electrical Installation Contracting (NICEIC)	✓	
Electrical qualification to at least NVQ Level 3 5357 Electrotechnical Certificate with AM2S Assessment, Level 3 Diploma in Electrical Installations or equivalent	✓	
Certified first aid training (or gained within first 3 months of commencing)	✓	
GCSE or equivalent passes in English and Mathematics	✓	
Driving Licence and willingness to undertake Mini-Bus Driver Training		✓
<b>Skills &amp; knowledge</b>		
Up to date knowledge of and excellent practical skills in the application of electrical installations and repair work	✓	
Knowledge and use of hand tools and small items of equipment and machinery	✓	
Relevant knowledge of health and safety regulations	✓	
Practical DIY and handyperson skills to carry out minor repairs	✓	
Ability to adhere to working procedures and policies within the school environment	✓	
Ability to manage own time effectively, multitask, plan and organise		✓
Ability to operate as part of a team or individually as required		✓
Ability to relate well to children and adults		✓
Demonstrate a good range of ICT skills including the use of Microsoft Office and Outlook		✓
Good communication skills		✓
<b>Personal qualities &amp; attributes</b>		
Given the appropriate training, a willingness to work in a wide range of environments including in confined spaces, working at height, in all weathers	✓	
Willingness to work outside normal hours and in a shift system	✓	
To be physically fit to carry out the duties	✓	
A can-do and positive attitude, open to new ideas	✓	
Enthusiastic, flexible and adaptable approach to work	✓	
A willingness to promote the school's ethos	✓	
Ability to smile when things don't quite go according to plan	✓	
Enthusiastic to undertake further, relevant training		✓
Remaining calm during busy or challenging situations		✓