

JOB DESCRIPTION

JOB TITLE:	Electrician/ Electrical Assessor
GRADE:	BSS grade G
LINE MANAGER:	Head of Estates & Facilities Head of Apprentices
DIRECTORATE:	Corporate Services

Purpose of the Job:

Electrician

To maintain all electrical services at the Rush Green and all satellite sites in good condition and compliant with all statutory regulations. Carry out all necessary tests and inspections in due time and keep records for presentation as required. Carry out installation of new work and complete all repairs in good time and in accordance with regulations

Assessor

To undertake learners/apprentices to assess both work based and assessments, carrying out work based assessments on site and off site as required in an efficient, effective manner in line with awarding body requirements.

1. Duties

Electrician Duties

- 1.1 To carry out all electrical work required at the college and its satellite sites
- 1.2 Produce regular reports for the Head of Estates and Facilities as appropriate
- 1.3 Liaise effectively with caretaking staff and other college managers and contractors
- 1.4 Carry out statutory emergency lighting tests and keep appropriate records to comply with recommended timescales
- 1.5 Ensure all college electrical supplies are kept in good condition and in a good state of repair.
- 1.6 Carry out installation work in a timely fashion and ensure compliance to relevant regulations

- 1.7 Assist caretaking staff as required and support them with minor electrical fault rectification
- 1.8 Be available to attend emergencies out of normal hours
- 1.9 Ensure regular stocks of electrical day to day supplies are available and accounted for
- 1.10 Carry out inspections of distribution boards to ensure standards are maintained in regard to general condition of repair as well as safety and security
- 1.11 Keep up with changes in regulations in regards to all aspects of electrical work
- 1.12 Visit satellite sites to ensure the standards there are maintained and carry out any works required there
- 1.13 Report to Facilities & Estates Manager on a monthly in regard to works carried out and ongoing tasks
- 1.14 To be able to use a computerised help desk system to record and monitor electrical jobs

Assessor Duties

- 1.15 Undertake assessment of learners/apprentices to national standards as and when required.
- 1.16 To assess practical competence on College premises or off site, and/or within employers' premises, and authorise achievement from a wide variety of sources of evidence.
- 1.17 To track, monitor and assess progress of learners/apprentices against the targets and goals assigned.
- 1.18 To undertake learners/apprentices induction and reviews and associated open and distance learning work and placements.
- 1.19 Undertake associated organisational/administrative work, together with preparation and marking associated with the preparation of portfolio of evidence.
- 1.20 Undertake related appropriate learners/apprentices selection, welfare and maintain learners/apprentices progress records.
- 1.21 Advise learners/apprentices of the process of collecting work evidence or assessment on site.
- 1.22 Liaise with awarding organisations representatives as appropriate.
- 1.23 Provide on site assessment and monitoring of Apprentices.
- 1.24 To ensure the relevant Company Public Liability documents are in place, when conducting off site assessments and ensure that Health & Safety and

Safeguarding of learners/apprentices is adhered to on-site and at employers premises.

- 1.25 To arrange occupationally required tests ensuring the ability of the learners/apprentices to achieve the apprenticeship award.
- 1.26 To monitor and assess the progress of the learner in the workplace and at the off the job training location, regularly updating their Individual Learning Plan.
- 1.27 To ensure that all trainees are regularly tracked against their learning goals and their progress is monitored and recorded to ensure that learners/trainees are at the relevant point in their training and have been able to demonstrate their competence and/or have been given appropriate feedback to achieve that level of competence.
- 1.28 To be regularly in contact with the learners/apprentices (within a 10-12 week cycle as a minimum) and visits to the company to ensure that the learners/apprentices are learning and developing at the appropriate level and pace to achieve their framework or qualification.
- 1.29 Produce regular assessments and reports on the conduct, progress and achievements of learners/apprentices and make recommendations to lecturing staff.
- 1.30 Attend all Course Team meetings and other special meetings within the Directorate.

2. Health & Safety

- 2.1 Ensure implementation of safe systems of work within your area of responsibility and adopt safe working practices at all times.
- 2.2 Identify hazardous situations and ensure effective action is taken to rectify identified unsafe working practices/systems of work within the postholder's control.
- 2.3 To bring to the attention of the lecturing staff, Curriculum Manager or other appropriate staff any problems encountered with the implementation of safe systems of work which are outside the postholder's control.
- 2.4 Undertake risk assessment and termly reports within College practical areas and employee premises. Conduct Health & Safety assessment of the employer's workplace and procedures.
- 2.5 To ensure that the relevant Company Public Liability documents are in place, for any off site assessments.

3. General

- 3.1 Be aware of and comply with legislations/competence standards relevant to the work of the Directorate.
- 3.2 Comply with all College policies, including the Policy to Promote Equality of Opportunity.

- 3.3 Be conversant with Health & Safety and safeguarding requirements.
- 3.4 Participate in the Staff Development Review and Appraisal Scheme.
- 3.5 Undertake such duties and/or hours of work as may be reasonably be required of you, commensurate with your grade and general level of responsibility at your main place of work or at any other establishment for which the College provides services.

4. Safeguarding Children and Vulnerable adults

- 4.1 Comply with Safeguarding legislation and ensure that best practice is embedded in all working practices as required.
- 4.2 Commitment to Safeguarding and promoting the welfare of children and vulnerable adults, ensuring that this commitment is demonstrated in all aspects of the role as appropriate.

NB In consultation with you, this job description is liable to variation to reflect actual contemplated or proposed changes to your job.

PERSON SPECIFICATION

NB: You will need to demonstrate in your supporting statement how you can meet the criteria listed below

Post Title: Assessor/Instructor		We will assess your match to the criteria from:			
KEY: (E) – Essential (D) - Desirable		Appl. Form	Tests	Inter-views	Refer-ences
1. <u>EDUCATION/TRAINING</u>					
Educated to GCSE level Grade C or above or equivalent	(E)	√		√	
Qualified Electrician Level 3 – Electrical Installation	(E)	√		√	
A basic relevant Health and Safety course, i.e. IOSH Managing Safety, 5 day course, which covers the basic principles of Health & Safety	(D)	√		√	
A1 Assessor Award	(D)	√		√	
2. <u>EXPERIENCE</u>					
Working in an Educational Environment	(D)	√		√	
Electrical installation and testing	(E)	√		√	
Able to process administrative tasks	(E)	√		√	
Experience of dealing with people in face to face situation	(D)	√		√	
Experience of using Microsoft Software packages	(D)	√	√	√	
3. <u>COMMUNICATION</u>					
Able to communicate in writing and verbally	(E)	√		√	
4. <u>DISPOSITION/PERSONAL QUALITIES</u>					
Flexible Working Approach	(E)	√		√	
Must have firm but sympathetic nature to achieve objectives	(E)	√		√	
Sufficiently mobile to be able to visit learners at their workplace	(E)	√		√	

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KEY: (E) – Essential (D) - Desirable		Appl. Form	Tests	Inter-views	Refer-ences
5. <u>PROFESSIONAL KNOWLEDGE/UNDERSTANDING</u>					
Fully qualified electrician for repairs and small installations	(E)	√		√	
Be able to demonstrate an understanding of equality of opportunity and have practical ideas on how to implement it	(E)	√		√	
6. <u>PROFESSIONAL JUDGEMENT/DECISION MAKING</u>					
Good organiser		√		√	
Able to prioritise		√		√	
Be able to make rational decisions	(E)	√		√	
7. <u>MANAGERIAL ATTITUDE/ APPROACH</u>					
Must be flexible and able to complete work to deadlines	(E)	√		√	
Be proactive	(E)	√		√	
8. <u>CIRCUMSTANCES</u>					
Willing to work weekends and out of normal hours if required	(E)	√		√	
9. <u>SAFEGUARDING CHILDREN AND VULNERABLE ADULTS</u>					
Understanding of Safeguarding Legislation and it's application within the educational sector	(E)	√		√	
Commitment to Safeguarding and promoting the welfare of children and vulnerable adults	(E)	√		√	

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KEY: (E) – Essential (D) - Desirable		Appl. Form	Tests	Inter- views	Refer- ences
10. <u>EQUALITY AND DIVERSITY</u>					
An understanding of and commitment to all aspects of equality and diversity	(E)	√		√	