

Electrician

Full time or Substantial Part time

Job Purpose

The Electrician is responsible to the Estates Manager for inspecting and maintaining electrical systems at Kent College. Also, as part of the Estates Team, for assisting with the general maintenance and upkeep of the school buildings and estate. To work in a flexible manner to facilitate the smooth running of the school's business on site.

Key Responsibilities will include:

- Carry out routine electrical repairs reported via the Estates Help Desk.
- Carry out planned and reactive maintenance of all systems within your technical expertise.
- Carry out electrical installation and improvement works as required.
- Carry out portable installation testing.
- Ability to carry out 5 yearly/periodic fixed wire testing in line with IEE 18 Edition/NICEIC requirements.
- Assess and order parts and equipment necessary for individual tasks in conjunction with the Estates Manager.
- Work to recognised industry standards at all times.
- Ability to carry out regular inspections and repairs to all the onsite electrical systems, motors, automatic doors, alarm systems and any other type of electrical plant and equipment.
- Complete reports on all inspections, checks and remedial works carried out including the use of specialist computer programmes for recording these details.
- Inspect and maintain all types of lighting and power installations.
- Liaise with the help desk and line management to establish planned and reactive maintenance regimes.
- Emergency light testing – monthly, 6-monthly and annual.

Other duties:

- To work within and as part of the Estates team as one of the maintenance assistants carrying out planned and reactive building fabric maintenance and associated duties.
- To work alongside specialist contractors as may be required.
- To set up rooms for specific teaching requirements.
- Waste collection from agreed waste collection points.
- Event set ups.
- Out of hours car parking duties as required.
- Ensuring clear and safe pedestrian access to the school particularly in adverse weather conditions.

General Responsibilities

- To uphold the aims, ethos and reputation of Kent College Pembury.

- To be in sympathy with the school's Christian foundation.
- To attend staff training as required.
- To undertake first aid training, at the school's expense, and be prepared to administer basic first aid if required.
- To follow safe practice in all areas of school life.
- To carry out any other reasonable duties falling within your capabilities depending on the needs of the school.

This job description may be reviewed and amended at any time after consultation with you.

Electrician's signature:	Headmistress' Signature:
Date:	Date:

Feb 2024