



Notre Dame

CATHOLIC SIXTH FORM COLLEGE

have faith in your future

PREMISES STAFF - ELECTRICIAN

Salary in the range of spinal point 29 to 33 currently £23,496 to £26,593 dependent of skills, experience and qualifications.

Department: Site Staff

Responsible To: Site Manager

Working Time: 37 hours per week.

Monday to Thursday 07:00 to 15:00 and Friday 07:00 to 14:30

JOB PURPOSE

To install, maintain, test and repair electrical installations/works in the College, ensuring compliance with all Health & Safety guidance, and ensuring maximum energy efficiency. The College Site team consists of four staff; Site Manager, Electrician and two Estate Operatives. This role incorporates sole responsibility for day to day electrical works along with day to day Estates Operative work, both of which need to be conducted to a very high standard across the College.

RESPONSIBLE FOR:

1. Electrical works: repairs/maintenance/installations
 2. Routine Maintenance
 3. Portering
 4. Security – Opening & locking up; dealing with unauthorised people on site.
 5. Lettings as required.
- To carry out all electrical works for internal and external areas of the College, within the competency of a qualified electrician, as directed by the Site Manager or SLT and liaising with external Advisers/Contractors as required
 - Prepare sketches/notes or follow blueprints to determine the location of wiring and equipment and to ensure conformance to building and safety regulations and codes
 - To plan work schedules with the Site Manager on electrical projects, providing preliminary notes and cost estimates for materials and services including time required and equipment needed to complete the works- e.g. replacing lighting on a rolling programme
 - Inspect electrical systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair and to ensure compliance with codes.

- Advise the Site Manager and SLT on whether continued operation of equipment could be hazardous
- Plan layout and installation of electrical wiring, equipment and fixtures, based on job specifications and local codes and regulations
- Assemble, install, test, and maintain electrical or electronic wiring, equipment, appliances, apparatus, and fixtures
- Diagnose malfunctioning systems, apparatus, and components, using test equipment, to locate the cause of a breakdown and correct or repair the problem
- Test electrical systems and continuity of circuits in electrical wiring, equipment, and fixtures, using testing devices such as ohmmeters, voltmeters, to ensure compatibility and safety of system
- When required, undertake official PAT testing of College equipment and also devices used by students following NICEIC guidelines
- Provide assistance during emergencies by operating floodlights and generators as required
- Checking on a regular basis all lighting and when necessary, immediately, replacing all light bulbs, fluorescent tubes and other forms of lighting, where practicable:
- Cleaning and maintenance on a regular basis of cleaning equipment e.g. vacuum cleaners
- Routinely check, service, maintain and record inspections to emergency lighting and other installations/ equipment

2. Routine repairs and maintenance - Duties

These vary with the skills and qualifications of the postholder, but basic duties include:

- To carry out safety related repairs, minor works repairs to fabric or contents of the Site and basic preventive maintenance work 'within the competence of a handy-person';
- Replacement of tap washers;
- Removal and replacement of the plastic U-bends or equivalent on sinks to remove blockage;
- To take such remedial action as is reasonable to ensure that toilets do not overflow and are properly maintained including toilet seats, pans and urinals;
- To carry out bleeding of radiators at discretion of the Site Manager;
- To take appropriate action to prevent any leak worsening and causing damage;
- To hang pictures requiring permanent fixing and other large display materials, e.g. notice boards to a size of 16 sq. ft. and/or 4' x 4' but it is essential that normal safety precautions be taken and is within the postholders physical capability;
- The side-planning of doors only and other remedial action to ensure proper fitting;
- Where instructed to do so replacing of locks, handles, fasteners and any other fittings to doors, windows and other points of entry;
- The sanding down of rough surfaces which may present immediate hazards;
- To undertake minor repairs to furniture, broken windows and doors; also following break-ins e.g. replacing panels, wood inserts, etc.;
- To replace and properly secure broken or rising floor tiles. This duty to include proper finishing to ensure the repair does not itself present a safety hazard;

- To take immediate action to repair minor breaks in vinyl or carpet to prevent it becoming a hazard to College users e.g. applying adhesive to vinyl, tape to carpets;
- The laying of carpets, carpet tiles and vinyl in small areas, e.g. up to 140 sq. Ft. within the competence of a handy person;
- Small painting jobs, internal and external, which require to be undertaken as a result of repairs, break-ins, to make good touch-up jobs only;
- Basic redecoration of offices/classrooms/circulation spaces/toilet areas;
- Removal of graffiti;
- Cleaning of internal glass as required;
- To undertake small glazing repairs externally to a size of 8 sq. ft., excluding specialist windows and to one storey level. Inner windows of appropriate size to any floor level;
- Removal of debris & accumulated rubbish within the perimeter of the College grounds;
- Removal of leaves and other debris from gutters and fall pipes and drains to ensure proper flow of such systems;
- Removing and re-hanging of curtains/blinds, including the fixing and repair of fittings, where appropriate, e.g. curtain rail, roller blind fittings, etc.;
- Where possible, to replace or make good damaged ceiling tiles excluding any asbestos materials;
- In the event of immediate emergencies, to facilitate such interim repair as may be necessary to maintain the safety to the College and occupiers pending arrival of outside contractors;
- Bringing to the attention and advising the Site Manager on a day-to-day basis, areas of maintenance requiring attention e.g. cleaning of spills or litter; repairs of fixtures and fittings on mechanical services;
- Setting out and marking of sports facilities and car parking;
- Basic gardening - Maintaining gravel paths, edging of borders and paths;

3. Portering - Duties

- Assist the Site Manager to carry out effectively, designated duties.
- Ensuring the Hall is clean and set out in good time with furniture and equipment appropriate for the event taking place.
- General portering and messenger duties as required;
- General cleaning duties as required on a relief basis;
- Receiving deliveries etc. from suppliers as required and distributing to appropriate department within the College.

4. Security - Duties

- Dealing with visitors, deliveries and student enquiries;
- Regular inspection of the premises to ensure that all windows are intact, and all doors, windows and other points of entry are properly secured;
- Ensure that the premises are locked, secure and properly alarmed before leaving the site.
- Key holder. Respond to 'call out' procedures as required by the Police, the College's alarm company, security company, or the Principal, or his representative.

5. Lettings - Duties

Required from time-to-time

- It is a condition of employment that the premises/site maintenance staff are required on site for all parents' evenings, open evenings, theatre productions etc.
- The salary offered includes shift enhancements for payment of evening Lettings.
- Responsibility for the security of the College by being present on site for the full duration of evening /weekend /holiday lettings, and to be available to attend to the requirements of hirers and/or users.

6. General duties and responsibilities

- This post will involve working at height
- Working effectively with other staff towards achieving the College's Mission through its Strategic Plan.
- A commitment to the College's Equal Opportunities Policy.
- Contributing towards the delivery of high-quality education for all students.
- Acting as an ambassador for the College in all aspects of work.
- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.
- Taking reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her activities and, where appropriate, safeguarding the health and safety of all persons under his/her control and guidance in accordance with the provision of the health and safety legislation.
- The post holder must comply with all College policies, rules and procedures.
- To take part in the College Appraisal system
- Undergo appropriate training

PERSONAL AND PROFESSIONAL REQUIREMENTS

Referees will be asked specifically to comment on the attributes below.

The ability to meet the person specification will be verified by the application, interview, task, certificates and references as appropriate.

Method of Assessment

A = Application I = Interview T = Task C = Certificate/s R = References

Essential	Method of Assessment
<ul style="list-style-type: none"> Met all criteria to be awarded Joint Industry Board (JIB) status 	A, C
<ul style="list-style-type: none"> Qualified Approved Electrician: Achieved City & Guilds 2391, 2394, 2395, 2360 or the Level 3 EAL Inspection and Testing and Initial Verification qualifications. electrical installation Parts 1 & 2 or equivalent 	A, C
<ul style="list-style-type: none"> Minimum of two years' experience working as an electrician after completion of qualifications 	A, I, R
<ul style="list-style-type: none"> have the ability to efficiently design, install and verify a wide range of electrical installations in the most efficient and economical manner. 	A, I, R
<ul style="list-style-type: none"> have an extremely good understanding of the requirements of BS 7671. 	A, I, R
<ul style="list-style-type: none"> Previous experience of managing planned installations and maintenance projects, in addition to daily reactive maintenance needs 	A, I, R
<ul style="list-style-type: none"> Comprehensive and varied site experience 	A, I, R
<ul style="list-style-type: none"> Competence to undertake official PAT testing 	A, I, R
<ul style="list-style-type: none"> Current working knowledge and practical experience 	A, I, R
<ul style="list-style-type: none"> Ability to take the initiative to achieve tasks to a high standard and within deadlines 	A, I, R
<ul style="list-style-type: none"> Physical fitness in relation to the requirements of the post including normal color vision 	A, I, R, T
<ul style="list-style-type: none"> Commitment to Safeguarding and promoting the welfare of young people. (All appointments are subject to satisfactory references and Disclosure and Barring Service application). 	A, I, R
<ul style="list-style-type: none"> Reliable, honest and trustworthy. 	A, I, R

Desired

Qualification in First Aid	A, C
Experience of working with IT applications e.g. Microsoft packages	A, I, R
Previous experience of working in an educational establishment or similar	A, I, R

COMPLETING YOUR APPLICATION FORM

To apply for a job, you must be eligible to work in the UK.

The application form plays a most important part in our selection process. **Please do not send us your standard CV (curriculum vitae).** It is vital that you fill in the form as fully and accurately as possible.

At the initial shortlisting stage, we will pay particular attention to how well your experience and skills fit **the criteria of the Person Specification and you should address each of these clearly in your application.**

The College is committed to Safeguarding and promotes the welfare of young people and expects all staff, students and volunteers to share this commitment.

In promoting equality, we welcome applications from all sections of the community.

This post is subject to an enhanced Disclosure and Barring Service check under the Protection of Children and Young Persons procedures. If you are selected for interview you will be required to consent to the necessary enquiries being made.

Completed applications should be returned via the TES Portal.

Closing date: 9am on Wednesday 25th March 2020

It is intended that interviews will take place on **Thursday 2nd April 2020**

Applicants who have not been contacted within four weeks of the closing date should assume that, on this occasion, their application has been unsuccessful.

Thank you for your enquiry and interest in this post.

About Notre Dame Catholic Sixth Form College

Notre Dame Catholic Sixth Form College is one of the top sixth form colleges in the country with a historical track record of success. We are extremely proud of all our students' achievements, especially the individual progression that they each make in their time with us. The success is built upon teamwork between staff and students. Our staff are passionate about working with young people and always go the extra mile to provide guidance and support to help them succeed.

We are in a prime central location adjacent to Leeds University, within walking distance of the city centre with good transport connections to the rail/bus stations, uniquely situated down a tree lined avenue which provides a peaceful almost non-urban setting. Parking on site is provided.

Our core activity is to provide education for students aged 16-19, offering a range of A Level and BTEC courses, at both level 2 and 3. We are a highly successful college of approximately 2000 full time 16-18 year olds and oversubscribed each year. Student destinations are excellent, with circa 80% progressing to University, a significant number achieving Russell Group and Oxbridge places, and with an increasing number of students opting for apprenticeships. Students study in a purposeful and diverse environment with a strong focus on respect in which every learner genuinely does matter.

An Outstanding College

We are Ofsted grade 1 Outstanding and have a sustained track record of outstanding results at A level and BTEC/CTEC as measured by ALPs, which puts Notre Dame Catholic Sixth Form College one of the top Sixth Form Colleges in the country. There is a culture of high expectations and rigorous quality improvement in all areas with students continuously achieving well above their target grades and making a positive contribution to the College and its wider community. Student attendance and behaviour are exemplary, illustrating that the Catholic mission and ethos of the College is lived out at all levels.

Our Community

Notre Dame offers Catholic students from Leeds and surrounding towns and districts an excellent opportunity to continue their education in an environment that lives by its mission to build a community based on faith and trust. The College has a high proportion of students from disadvantaged areas (the College is in the lowest quartile of providers nationally in terms of disadvantage). Students are supported in their personal, academic and spiritual needs. Although the majority of the students are from Catholic backgrounds, the College welcomes students of other faiths and celebrates the diversity of the student population.

Links with the Catholic and local high schools are very strong. The Principal meets regularly with Head Teachers to discuss and share a wide range of curriculum, pastoral and strategic issues. Relationship with the Diocese of Leeds are maintained through the foundation governors. The College has outstanding links with both the local and wider community. The curriculum departments also contribute widely to the links with local community groups, employers, charities and local primary schools.

Notre Dame has an extensive range of enhancement and enrichment activities, involving many team sports, drama and overseas visits. There is a first-class programme of student support and a very active Chaplaincy group.

As a Catholic Sixth Form College we strive to be a centre of educational excellence for the community built on faith, respect and trust. We celebrate diversity amongst all our students and staff and seek to nurture the gifts of each individual through high quality teaching and learning and dedicated pastoral care.

Staff at Notre Dame Catholic College

Notre Dame Catholic College has achieved all of its success through the hard work, skills and commitment of all staff. We seek to work with an inclusive and transparent style of management, which is open, consultative and encourages all staff to participate in the leadership and management of the College. The development of staff skills is a priority for the College and teams are encouraged to innovate and continuously improve Notre Dame's curricular and pastoral offer to its students.

What our staff say about Notre Dame Catholic College

Teacher of Law

'I have worked here for 13 years because it is a college which cares about the students both academically and pastorally and which allows them to achieve their potential.'

Head of Department

'Working at Notre Dame was the best career decision I could have made. Since my first day I have always felt supported, challenged but above all empowered to teach my subject the way I want to teach it.'

Course Leader

'I am new to the College and I have found everyone to be so supportive and helpful. There is an air of kindness and I am trusted to do my best for our students. Everyone is in it together to work, succeed and grow.'

Teacher of Health and Social Care

'I have been here for nearly 9 years and cannot believe how fast time has flown. I absolutely love it here, the great students, the wonderful staff who are genuinely so caring and the feeling of being part of such a 'tight' family. We all do work hard, but I don't mind as I feel valued and appreciated. Even though I am Sikh, I have always felt a strong sense of connection within this Catholic college allowing me to develop strong friendships. I honestly believe that my time at Notre Dame has enabled me to be the best possible version of myself as a professional and as a person.'

What our students say about Notre Dame Catholic Sixth Form College



Name: Amy Kitchingman

High School: Bruntcliffe School

Programme of Study: A level English Literature, English Language, History and EPQ

Careers/ university aspirations: BA English at the University of Cambridge

What do you like most about Notre Dame:

Notre Dame enabled me to follow my dreams with the support of the amazing Enhancing Excellence scheme and the English Department.



Name: Isacc Grinnell

High School: David Young Community Academy

Programme of Study: A level Politics, Art and Geography

Careers/ university aspirations: BA Politics at Lancaster University

What do you like most about Notre Dame:

Notre Dame is a really good community to be a part of because you are with people your own age. I felt Notre Dame's ethos is really good and i felt it had good values about people and there is a great support system in place.



Name: Kyra Clarke

High School: Carr Manor Community School

Programme of Study: A level Business, Economics and Sociology

Careers/ university aspirations: BA Economics and Politics at The University of Manchester

What do you like most about Notre Dame:

My favourite thing about my time at Notre Dame was the excellent economics teachers who helped me find a passion for the subject I am now studying at university.