



BISHOP'S STORTFORD COLLEGE

ESTD 1868

ELECTRICAL APPRENTICE





Introduction to the College

One of the UK's leading co-educational, day and boarding schools, Bishop's Stortford College is a diverse and infectious mix of enthusiasm and dedication, making it an extremely stimulating place to work.

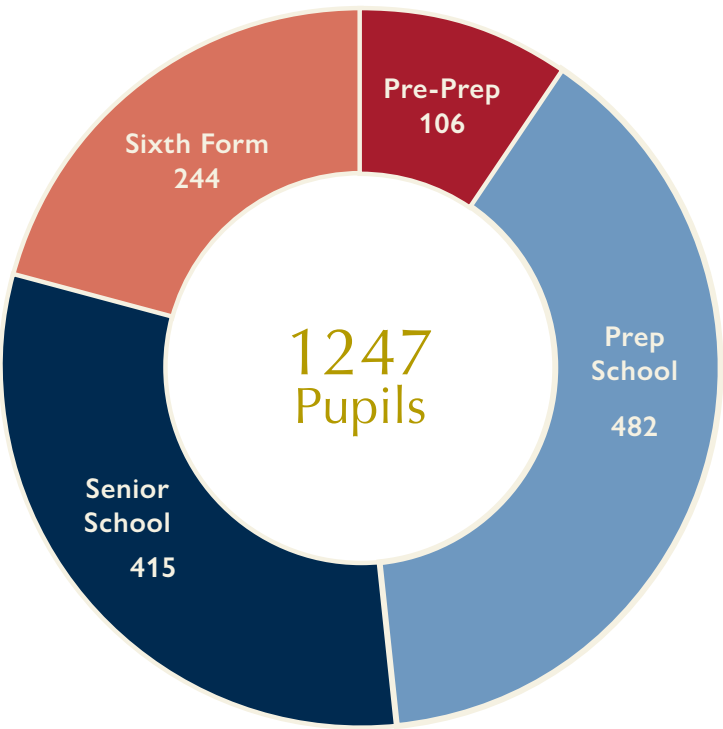
Seen as one united College, but functioning as three schools, there are approximately 1,300 pupils aged 3 to 18 years old on the shared site, blending full, weekly and part-time flexi boarders with day pupils. We offer an academically selective but deliberately broad educational offer that looks to deliver excellent examination results but also an opportunity for individual qualities and character growth in a safe, inclusive and caring community.

It is the unpretentious and successful delivery of this whole person, ready for the modern world, that allows us to stake claim to being the modern face of independent education.

The College was established in 1868 as the Non-Conformist Grammar School and became Bishop's Stortford College in 1901. The Prep School was opened in 1902 and the Pre-Prep department in 1995, when the school went fully co-educational. The Prep School and Pre-Prep School are now separate with their own buildings, but they make use of facilities shared with the Senior School, including the swimming pool, dining room, DT building, Music faculty and playing fields. We continue to improve and enhance our estate. In recent years, there has been extensive renovation of classrooms across all three schools, and this enhancement and development will continue as part of our Estates Master Plan



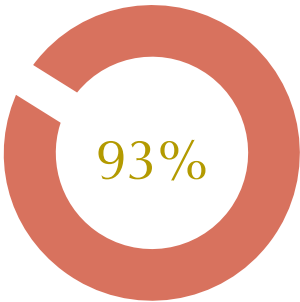
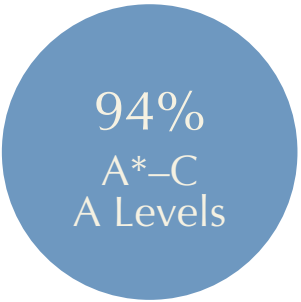
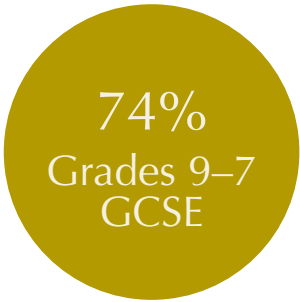
The College in Numbers



24
Nationalities



4 Boarding
Houses



Placed at a university
of their choice





Pupils are organised across the three schools, with Music and Sports departments, together with Professional Services, working across all three schools. Professional Services incorporates Admissions, Commercial, Development, Finance, HR, Facilities and Estates, IT, Marketing and the Medical Centre.

As three schools in one, the College is large enough to provide an exceptional range of opportunities, whilst each part is small enough for pupils and staff to be known and valued and feel part of a community.

The College has a forward-thinking approach supported by eight strategic pillars:

- Delivering academic excellence through a modern curriculum
- Developing strong personal values through the provision of outstanding pastoral care
- Finding the best in every pupil by developing every pupil's unique strengths
- Attracting ambitious, enthusiastic pupils and communicating about College life
- Being a great place to work, recognising that staff are the most important resource
- Enhancing the environment through a programme of maintenance and improvement
- Maximising resources to deliver both affordability and teaching excellence
- Inspiring governance and leadership which is accountable, responsible, courageous and has clear vision

ELECTRICAL APPRENTICE

Bishops Stortford College is seeking a motivated and enthusiastic Electrical Apprentice (Stage 1 or Stage 2) to join our Estates team.

This is an exciting opportunity to continue developing practical electrical installation and maintenance skills whilst undertaking a recognised Level 3 Installation and Maintenance Electrician Apprenticeship. The apprentice will assist qualified electricians and maintenance staff in the installation, inspection, testing, maintenance and repair of electrical systems across the College estate whilst working safely, effectively and in accordance with current regulations and College procedures.

The role combines practical on-site experience with formal off-the-job training and is intended to develop the knowledge, skills and behaviours required to become a fully qualified electrician.

Key Learning Outcomes for Year 2 Apprentice

By the end of the apprenticeship year, the apprentice should be able to:

- Install basic electrical containment and wiring systems.
- Understand safe isolation procedures.
- Interpret simple electrical drawings.
- Assist in fault-finding activities.
- Support inspection and testing activities.
- Demonstrate competence in routine maintenance tasks.
- Work safely and effectively with reduced supervision.

Terms: Fixed 52-month term with potential to extend

Reports to: Electrical Supervisor / Head of Maintenance and Building Compliance

Salary: £21,000 per annum

Holidays: 30 days per annum, plus public holidays

Fee Remission: Where relevant, fee remission may be offered to the children of the successful candidate, subject to normal entry requirements being met.

Full details of benefits are detailed in the *Information for Candidates* document.

Closing date for applications: 6th October 2026

For more information about this post or the College, in the first instance, please contact HR/People Team for a confidential discussion.

recruitment@bishopsstortfordcollege.org

01279 972 743

JOB DESCRIPTION

MAIN RESPONSIBILITIES

Electrical Maintenance

- Assist with planned preventative maintenance (PPM) of electrical installations and equipment.
- Support the maintenance and repair of lighting, small power, emergency lighting and electrical distribution systems.
- Carry out routine inspections of electrical equipment under supervision.
- Replace lamps, fittings, accessories and minor electrical components as directed.
- Assist in fault finding and diagnosis of electrical defects.
- Record maintenance activities using departmental systems and documentation.

Electrical Installation

- Assist with the installation of containment systems, cabling, wiring accessories and electrical equipment.
- Learn to interpret electrical drawings, circuit diagrams and technical specifications.
- Support small electrical installation projects across the estate.
- Ensure installations are undertaken in accordance with current Wiring Regulations (BS 7671) and College standards.

Compliance and Safety

- Work in accordance with the Electricity at Work Regulations, Health and Safety at Work Act and College procedures.
- Follow safe isolation procedures under supervision.
- Use personal protective equipment (PPE) appropriately.
- Participate in risk assessments and method statements.
- Report hazards, defects, incidents and near misses promptly.
- Support statutory compliance activities including emergency lighting inspections and electrical safety testing.

Apprenticeship Development

- Attend all college, training provider and apprenticeship assessments as required.
- Complete coursework, portfolio evidence and apprenticeship documentation within specified timescales.
- Demonstrate continuous improvement in technical skills and workplace behaviours.

- Actively seek opportunities to broaden practical experience across different electrical systems.

Customer Service

- Maintain professional and courteous relationships with staff, pupils, contractors and visitors.
- Respond to maintenance requests in a helpful and timely manner.
- Help monitor stock levels of materials and equipment and assist with ordering supplies as required.
- Support the Estates team in ensuring College buildings and facilities remain safe, functional and well maintained.
- Present a positive image of the Estates Department at all times.

General Duties

- Maintain tools, equipment and work areas in a clean and safe condition.
- Assist other members of the Estates Team and wider College Team when required.
- Participate in emergency response arrangements where appropriate.
- Undertake any other duties commensurate with the level of the post and apprenticeship programme.
- Contribute to the safeguarding and welfare of children and young people by adhering to the College's safeguarding policies and procedures.

ADDITIONAL DUTIES

The above list is not exhaustive but is by way of example only. Responsibilities and duties may vary from time to time as the position evolves. A flexible approach to all aspects of this role is essential.

This role may involve a small amount of Saturday working and flexible hours in order to attend out of work-time meetings and events. The post holder will be required to travel nationally and internationally if required.

SAFEGUARDING

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to, and ensure, compliance with the College's Safeguarding Policy at all times. If, while carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to their Line Manager or the College's relevant Safeguarding Lead.

EQUALITY AND DIVERSITY

The College strives to be diverse and inclusive. It encourages applications from people who identify as Black, Asian or from a Minority Ethnic background.

The College is committed to providing equal opportunity to all employees and pupils. This means that employees are treated fairly, irrespective of sexual orientation, ethnic origin, religion, disability, age, gender, marital status, or other reason. The post holder is expected to always comply with the provisions set out in law and the College policies on equality and diversity.

SAFETY, HEALTH, ENVIRONMENT AND FIRE

The post holder has a duty to take reasonable care to avoid injury to themselves and to others by their work activity, and to co-operate with the College and others in meeting the statutory requirement of the HASAW Act 1974. Report all accidents and near misses to the Line Manager on the day they occur.

The post holder is not to interfere with or misuse any equipment provided, in accordance with the Act, to protect their health, safety or welfare. Ensure your working environment is safe and comply with all College risk assessments and policy directives.

DATA PROTECTION

The post holder is required to comply with all College policies and procedures for the safe custody and handling of Personal Data that is stored and used by the College.

EMPLOYMENT TERMS AND CONDITIONS

Full details of the terms and conditions are set out in the employment contract and the employment manual. The booklet is reviewed at regular intervals to ensure the College operates within current legislation and to consider the introduction of new equipment, working practices and techniques. You will be sent amendments to the terms and conditions booklet when they are issued.

The College reserves the right to alter the content of this document, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

PERSON SPECIFICATION

The below essential and desirable requirements will be measured using the following:

- A covering letter
- CV
- Application form
- Interview
- References
- Medical questionnaire
- DBS application

EDUCATION AND QUALIFICATIONS

Essential

- GCSE Grade 4/C or above (or equivalent) in Maths and English Language
- Working towards:
 - Level 2 or 3 Installation and Maintenance Electrician Apprenticeship

Desirable

- Working towards:
 - Level 3 Installation and Maintenance Electrician Apprenticeship
- ECS Apprentice Card.
- Emergency First Aid at Work qualification.
- Basic Health and Safety qualification.

EXPERIENCE AND SKILLS

Essential

- Currently enrolled on a recognised Level 3 Electrical Apprenticeship programme.
- Understanding of basic electrical principles and safe working practices.
- Ability to use basic hand and power tools.
- Good verbal and written communication skills.
- Strong problem-solving abilities and attention to detail.
- Ability to work effectively as part of a team.
- Willingness to learn and develop new skills.

- Good attendance and timekeeping record.
- Reliable, punctual and professional in approach.

Desirable

- Successfully completed Stage 1 / Year 1 apprenticeship requirements.
- Experience working within a maintenance or facilities environment.
- Experience of working within an educational, healthcare or commercial estate.
- Understanding of BS 7671 Wiring Regulations.
- Basic knowledge of emergency lighting and electrical testing.
- Full UK driving licence

PERSONAL QUALITIES

The successful candidate will demonstrate:

- Strong commitment to health and safety.
- Positive attitude and willingness to learn.
- Reliability and integrity.
- Attention to detail.
- Good organisational skills.
- Ability to work independently when appropriate.
- Professional conduct and appearance.
- Flexibility and adaptability.
- Enthusiastic and eager to learn, with a genuine interest in developing a career in electrical engineering.
- Ability to remain calm and focused under pressure.

OTHER

- Undertake all the physical requirements of the post and use equipment according to health and safety guidelines.
- Successful candidate requires an enhanced DBS clearance.

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APPLICATION PROCESS

YOU SHOULD SUBMIT:

- A completed application form

Applications should be made electronically via the College website.

Applications will be screened shortly after the closing date and shortlisted applicants will be invited in for interview soon thereafter.

- Early applications are encouraged, and we are open to the possibility of making an appointment prior to the published closing date.
- Due to the high volume of applications received, we regret that it is not possible to provide feedback to candidates at the application stage.

Bishop's Stortford College is committed to safeguarding. There will be an enhanced DBS check prior to the appointment.

Registered Charity Number: 311057.

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Co-Educational Day and Boarding 3 to 18 Years

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