

# Job Description

<b>TITLE:</b>	Electrician
<b>GRADE:</b>	Scale 6
<b>REPORTS TO:</b>	Facilities Manager
<b>HOURS:</b>	Contracted for 35 hours per week, with a requirement to work up to one Saturday open day or two open evenings per year at a campus of your choice.

## Purpose of the Role

Provide safe, effective electrical and general maintenance support across college buildings. Maintain building appearance, safety, electrical systems, and support operational maintenance with minimal disruption. Monitor contractor activity and ensure compliance with safety standards.

## Key Responsibilities:

- Carry out electrical works and general building maintenance.
- Maintain generators, lighting, and electrical systems.
- Diagnose faults and repair or replace parts.
- Maintain accurate maintenance records including CAFM updates.
- Perform planned and preventative maintenance.
- Use technical drawings and manuals to plan repairs.
- Monitor contractor activity and quality.
- Ensure mechanical and electrical systems function effectively.
- Maintain site safety and security during maintenance.
- Travel between campuses as required.

## In common with other support:

- All term-time staff are required to return to work on the Monday before GCSE results are released in August; this date is approximate and should be checked before making any commitments. No annual leave is to be booked during the enrolment period, and all staff will be expected to support enrolment activities throughout this time.
- All staff are expected to support exam invigilation and will be required to cover up to three exams per year, including GCSE exam support.
- Completion of two open evenings, or one Saturday open day, will be required across the year. These hours are provided in lieu of the

additional Christmas holiday days granted to staff who have undertaken these open day commitments.

**In common with all other Staff:**

- To support the College's mission, vision, values and strategic objectives.
- Ability to follow HR policies and practices within business support functions, with a strong commitment to diversity, equality and inclusion and to ensuring fair and inclusive outcomes for all staff
- Proven ability to deliver services and support to culturally and ethnically diverse communities, contributing to an inclusive college environment.
- To take responsibility for one's own professional development and participate in relevant internal and external activities.
- To implement the College's safeguarding policies and practices.
- To uphold your health and safety responsibility in line with the College's Health and Safety policy.
- To undertake any other duties commensurate with the grade and responsibilities of the post which may be required from time to time.

**Additional Information:****Safeguarding Statement**

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

**Criminal Convictions, DBS & Ongoing Disclosure**

This role requires an Enhanced DBS check. Applicants must declare any unprotected convictions. During employment, the post holder must report any new relevant convictions, cautions, or police involvement in line with safeguarding requirements.

**Equality, Diversity & Inclusion**

The College is committed to equality of opportunity and inclusive practice. We welcome applications from all sections of the community and expect all staff to uphold anti-racist, inclusive and respectful behaviours.

**Review of Job Description**

This job description will be reviewed regularly to ensure it remains an accurate reflection of the duties and responsibilities of the post holder and continues to meet the needs of the College.

## **Person Specification –**

### **Education & Qualifications**

- GCSEs (or equivalent) in English and Maths
- Basic literacy, numeracy and IT skills
- City & Guilds/NVQ or equivalent in electrical trade.
- 17th/18th Edition certification.

### **Experience**

- 5 years electrical trade experience.
- Experience working in occupied buildings.
- Experience using CAFM software (desirable).

### **Knowledge, Skills & Behaviours**

- Competent electrical tradesperson with multi-skilled ability.
- Ability to assess work, obtain materials and complete tasks to a high standard.
- Ability to fault-find on complex systems.
- Familiarity with hand and power tools.
- Proactive maintenance approach.
- Ability to prioritise workload and work independently.
- Safe manual handling; ability to work at height or confined spaces.
- Commitment to inclusive, safe and professional practice.

### **Professional Responsibilities, Values & Commitments**

- Demonstrates a commitment to safeguarding and promoting the welfare of children and vulnerable adults, in line with statutory duties and college policies.
- Upholds inclusive values by supporting learners and staff from diverse backgrounds through fair, respectful, and unbiased practice.
- Maintains a safe working environment by following health and safety legislation, risk management procedures, and College guidance.
- Understands and applies confidentiality and data protection principles when handling information.
- Shows a commitment to continuous professional development and ongoing learning relevant to the role.
- Acts as a positive role model, demonstrating professionalism, integrity, reliability, inclusive practice, and anti-racist behaviours that reflect the College's values and expectations.