



Shrewsbury School

JOB DESCRIPTION and PERSON SPECIFICATION

ELECTRICIAN

Section:	Estates Department	Salary Range:	£25,000 to £29,000 pa (Dependent upon qualifications and experience)
Responsible to:	Foreman Electrician & Property Surveyor	Hours of Work:	Full-time, 39 hours per week
Status of position:	Permanent	Holidays:	28 days plus bank holidays

I. INTRODUCTION

Shrewsbury School is an independent Boarding School, committed to the highest standards of education. Its vision is to be the best independent boarding school north of the Thames Valley, and to be comparable with the best in the United Kingdom in terms of breadth, depth and quality of achievement.

The School is a registered charity with a number of wholly owned trading companies. The School is governed by a Governing Body, which has approximately 19 members. The Governing Body and its Committees meet once a term. On occasions there are ad hoc committees to oversee the planning and execution of particular projects.

The Bursar is responsible to the Headmaster and the Governing Body for the overall financial management of the School and its resources in order that the School's objectives can be met. The School has approximately 400 employees and an annual turnover of over £23 million. The Bursar is supported by a Heads of Department team, which includes the Head of Human Resources, Head of Estates, Financial Controller, Director of IT and the General Services Manager.

Estates Department

The Estates Department, under the guidance of the Head of Estates and Property Surveyor, is responsible for co-ordinating construction and maintenance projects as well as the day to day management of the site with due regard to the overriding educational purposes of the School

Further details of the School can be found on the website (www.shrewsbury.org.uk).

2. OVERVIEW

This is a great opportunity for an experienced Electrician to join our Estates Department at Shrewsbury School. The ideal candidate must have proven experience in all aspects of electrical installation, testing, servicing and maintenance works, with a good working knowledge of general construction techniques.

To be successful in this position you must be an experienced and fully qualified electrician with good all round electrical experience with an understanding and working knowledge of Health and Safety standards.

This is an ideal role for a well organised, friendly and enthusiastic individual. You will be a good problem solver with the ability to liaise and communicate effectively with a variety of stakeholders in a busy working environment.

This is a full-time, permanent position with the opportunity to work overtime. We offer an attractive employment package with enhanced benefits.

3. LEVEL OF POSITION

The Head of Estates has overall line management of the Estates Department. The Electrician will report to the Foreman Electrician and Property Surveyor who will provide day-to-day line management including appraisal, training and development.

4. DUTIES AND RESPONSIBILITIES

These duties are illustrative. Shrewsbury School reserves the right to alter the content of this job description, after consultation, and consistent with the level of responsibility of this role, to reflect any changing demands of the school.

The post holder will be a qualified and experienced electrician and will have previously undertaken a variety of installation, testing and maintenance duties working in either contracting or maintenance positions. It is envisaged that this role will be biased towards inspection and testing, but the post holder should expect to also spend around 50% of their time on installation and maintenance works.

Responsibilities:

- To undertake installation and maintenance works on the following services:
 - General electrical installation. Submain & final circuit cabling, lighting & small power services.
 - Fire alarm installation. Cabling, devices, panels. Commissioning of fire systems.

- Emergency lighting services.
 - IT structured cabling, termination, mounting of IT devices (WiFi points, etc)
 - Heating control and BMS cabling.
- To undertake testing and inspection of the following, recording all results on industry standard systems:
 - Fixed wiring – installation testing and periodic inspection and testing.
 - Fire alarms – routine operational tests, cabling inspection and testing.
 - Emergency lighting – routine operational tests, discharge tests.
 - To undertake fault finding and rectification on a variety of installations and equipment, including: fixed wiring, fixed machinery, fire alarm systems, emergency lighting systems, portable machinery and tools, heating control systems.
 - To undertake occasional PAT testing.
 - To ensure that the electrical installations, plant and equipment in all school owned or operated buildings are maintained and operated in a safe manner at all times. To report any issues.
 - To ensure that comprehensive records are maintained of all works completed utilising appropriate industry standard paperwork.
 - To undertake any additional training that may be required, as agreed with the Foreman Electrician and Property Surveyor to keep existing qualifications valid and updated.
 - To respond, if available, to 'out of hours' call outs. A mobile phone will be provided and it is expected for this phone to be left 'switched on' out of work hours.
 - To report to the Foreman Electrician to keep informed of all works in progress and update on any issues.
 - Work in accordance with the manual handling and working at height regulations ensuring that risk assessments are kept.
 - To assist the wider Electrical team in keeping workshops, stores and vans tidy.
 - To order materials as required and agreed with the Foreman Electrician.

5. TERMS AND CONDITIONS

- ❖ **Salary:** The salary will be £25,000pa to £29,000pa dependent upon qualifications and experience.
- ❖ **Hours:** This is a full-time position working term-time and during School holidays. Normal hours of work will be 39 hours per week working from Monday to Thursday 8am to 4.30pm, and Friday 8am to 3.30pm, with a 30 minute lunch break.
- ❖ **Holidays:** Shrewsbury School's annual leave year runs from 1 April to 31 March: a full year's entitlement is 28 days per annum, plus statutory bank holidays. New members of staff will receive a pro-rata entitlement in this leave year if employment commences part way through the year.
- ❖ **Pension:** All support employees will be eligible to join Shrewsbury School's Pension Scheme (employee contributions 1-5%, employer 2-7.5%) subject to auto-enrolment Regulations.
- ❖ **Sickness Leave:** After a qualifying period of six months, you will automatically join the contractual sickness scheme and in the event of sickness, you will receive 6 weeks at full pay and 6 weeks at half pay and thereafter Statutory Sick Pay.
- ❖ **Insurance:** You will automatically join the death-in-service insurance scheme. In the event of your death whilst in Shrewsbury School's employment your estate will receive two times your basic salary.
- ❖ **DBS Certificate:** You will be expected to have an up-to-date DBS Certificate and we shall request one upon appointment and every 3 years thereafter.
- ❖ **Other Benefits:**
 - You may be able to enjoy a free school lunch at Kingsland Hall when the kitchen is open.
 - You will be able to use the school sports facilities, when not otherwise in use.



Shrewsbury School

Person Specification **ELECTRICIAN**

A = Application form, D = Documents, I = Interview, P = Presentation, T = Test/Exercise

Description	Essential	Desirable	Method used
Qualifications			
Level 3 NVQ Diploma in Installing Electro-technical Systems and Equipment (Buildings, Structures and the Environment) Or equivalent	✓		A / D
City & Guilds 2391. Inspection and Testing	✓		A / D
17th Edition, Amendment 3	✓		A / D
Work Experience			
Proven experience in all aspects of electrical installation, servicing and maintenance works.	✓		A / I
Proven experience in all aspects of electrical testing & inspection	✓		A / I
A good working knowledge of general construction techniques	✓		A / I
To have the ability to understand detailed construction plans, working drawings and specification documents.	✓		A / I
Detailed knowledge of the installation of IT structured cabling and telephone cabling.		✓	A / I
A good knowledge of heating control systems, to be able to work with the Plumbing Foreman to fault find, and replace components in existing panels as necessary.		✓	A / I
Ability to successfully manage internal and external relationships.	✓		
Computer literate and familiar with Word, Excel and use of e mail and other school IT services.		✓	A / I
Knowledge of CoSHH & Risk Assessment with the ability to carry out and record.	✓		A / I

Specialist Knowledge			
To have a detailed working knowledge of fire alarm systems, their installation, maintenance & testing. The School currently installs and maintains Menvier equipment.	✓		A / I
Good understanding and working knowledge of Health and Safety Standards and related issues.	✓		A / I
Personal Attributes			
Ability to work well within a team and on own initiative	✓		A / I
Ability to meet deadlines and resolve problems in a timely manner	✓		A / I
Able to establish and maintain positive working relationships, through good, effective communication.	✓		A / I
Well organised, task orientated and able to co-ordinate a range of activities, at the same time when necessary.	✓		A / I
Must be flexible and adaptable to change, with excellent time management skills.	✓		A / I
Ability to remain calm when working under pressure and/or dealing with difficult situations.	✓		A / I
Other / Special Working conditions			
Must have a valid full clean UK Driving Licence.	✓		A / D
Ability to work at height.	✓		A / I
Possess cultural awareness and sensitivity in working towards the aims of the School.		✓	A / I
Must have a flexible approach to work to meet the demands of the school where necessary.	✓		A / I